



This meeting has been noticed according to the Brown Act rules. This agenda was posted on Friday, October 8, 2021.

Administrative Committee

Members:

Karen Paull, Chair
Amy Anderson
Safwat Malek

Alternate:

Alvin Edwards

Staff Contact:

Suresh Prasad
Sara Reyes

After staff reports have been distributed, if additional documents are produced by the District and provided to the Committee regarding any item on the agenda, they will be made available at 5 Harris Court, Building G, Monterey, CA during normal business hours. In addition, such documents may be posted on the District website at www.mpwmd.net. Documents distributed at the meeting will be made available in the same manner.

AGENDA

**Administrative Committee
of the Monterey Peninsula Water Management District**

Monday, October 11, 2021, 2:00 PM, Virtual Meeting

Pursuant to Governor Newsom's Executive Orders N-29-20 and N-33-20, and to do all we can to help slow the spread of COVID-19 (coronavirus), meetings of the Monterey Peninsula Water Management District Board of Directors and committees will be conducted with virtual (electronic) participation only using Zoom.

Join the meeting at:

<https://us06web.zoom.us/j/81473348565?pwd=TkJCTEVBQ0wyUVRFeKtpUEJQc0d1Zz09>

Or access the meeting at: <https://zoom.us/>

Webinar ID: 814 7334 8565

Meeting password: 10112021

Participate by phone: (669) 900-9128

For detailed instructions on connecting to the Zoom meeting see page 2 of this agenda.

Call to Order/Roll Call

Additions / Corrections to Agenda

Comments from Public – *The public may comment on any item within the District's jurisdiction. Please limit your comments to three minutes in length.*

Action Items – *Public comment will be received. Please limit your comments to three (3) minutes per item.*

1. Consider Adoption of September 13, 2021, Committee Meeting Minutes
2. Consider Adoption of Resolution No. 2021-17 – Amending Fees and Charges Table – Rule 60
3. Consider Adding the Position of Human Resources Coordinator/Contract Specialist to the Districts Organization Chart
4. Consider Converting the Hydrography Programs Coordinator Position to a Hydrologist Position to be filled at either the Assistant or Associate Level
5. Consider Expenditure of Funds for the Manufacture and Supply of Five Fiberglass Reinforced Tanks for the Sleepy Hollow Steelhead Rearing Facility
6. Consider Expenditure of Funds to Purchase a Portable Sonic Flow Meter to Support ASR and Sleepy Hollow Operations and Water Rights Reporting
7. Consider Recommending Approval of the Watermaster Service Agreement
8. Consider Adoption of Treasurer's Report for July 2021

Informational Items - *Public comment will be received. Please limit your comments to three (3) minutes per item.*

9. Report on Activity/Progress on Contracts Over \$25,000
10. Status Report on Measure J/Rule 19.8 Phase II Spending

Discussion/Other Items - Public comment will be received. Please limit your comments to three (3) minutes per item.

11. Review Draft October 18, 2021 Board Meeting Agenda

Suggest Items to be Placed on Future Agendas

Adjournment

Upon request, MPWMD will make a reasonable effort to provide written agenda materials in appropriate alternative formats, or disability-related modification or accommodation, including auxiliary aids or services, to enable individuals with disabilities to participate in public meetings. MPWMD will also make a reasonable effort to provide translation services upon request. Submit requests by noon on Friday, October 8, 2021 to sara@mpwmd.net or call 831-658-5610. Additionally, requests can be sent to Joel Pablo at joel@mpwmd.net or 831-658-5652.

Instructions for Connecting to the Zoom Meeting

NOTE: If you have not used Zoom previously, when you begin connecting to the meeting you may be asked to download the app. If you do not have a computer, you can participate by phone.

Begin: Within 10 minutes of the meeting start time from your computer click on this link:

<https://us06web.zoom.us/j/81473348565?pwd=TkJCTEVbQ0wyUVRFektpUEJQc0d1Zz09> or paste the link into your browser.

DETERMINE WHICH DEVICE YOU WILL BE USING
(PROCEED WITH ONE OF THE FOLLOWING INSTRUCTIONS)

USING A DESKTOP COMPUTER OR LAPTOP

1. In a web browser, type: <https://www.zoom.us>
2. Hit the enter key
3. At the top right-hand corner, click on “Join a Meeting”
4. Where it says “Meeting ID”, type in the Meeting ID# above and click “Join Meeting”
5. Your computer will begin downloading the Zoom application. Once downloaded, click “Run” and the application should automatically pop up on your computer. (If you are having trouble downloading, alternatively you can connect through a web browser – the same steps below will apply).
6. You will then be asked to input your name. It is imperative that you put in your first and last name, as participants and attendees should be able to easily identify who is communicating during the meeting.
7. From there, you will be asked to choose either ONE of two audio options: Phone Call or Computer Audio:

COMPUTER AUDIO

1. If you have built in computer audio settings or external video settings – please click “Test Speaker and Microphone”.
2. The client will first ask “Do you hear a ringtone?” •If no, please select “Join Audio by Phone”.
•If yes, proceed with the next question:
3. The client will then ask “Speak and pause, do you hear a replay?” •If no, please select “Join Audio by Phone”
•If yes, please proceed by clicking “Join with Computer Audio”

PHONE CALL

1. If you do not have built in computer audio settings or external video settings – please click “Phone Call”
2. Dial one of the numbers listed below using a phone. Select a phone number based on your current location for better overall call quality.

- | | |
|--------------------------------|--------------------------------|
| +1 669-900-9128 (San Jose, CA) | +1 253-215-8782 (Houston, TX) |
| +1 346-248-7799 (Chicago, IL) | +1 301-715-8592 (New York, NY) |
| +1 312-626-6799 (Seattle, WA) | +1 646-558-8656 (Maryland) |

3. Once connected, it will ask you to enter the Webinar ID No. and press the pound key.
4. It will then ask you to enter your participant ID number and press the pound key.
5. You are now connected to the meeting.

USING AN APPLE/ANDROID MOBILE DEVICE OR SMART PHONE

1. Download the Zoom application through the Apple Store or Google Play Store (the application is free).
2. Once download is complete, open the Zoom app.
3. Tap “Join a Meeting”
4. Enter the Meeting ID number
5. Enter your name. It is imperative that you put in your first and last name, as participants and attendees should be able to easily identify who is communicating during the meeting.
6. Tap “Join Meeting”
7. Tap “Join Audio” on the bottom left hand corner of your device
8. You may select either ONE of two options: “Call via Device Audio” or “Dial in”

DIAL IN

1. If you select “Dial in”, you will be prompted to select a toll-free number to call into.
2. You may select any of the numbers listed below:

- | | |
|--------------------------------|--------------------------------|
| +1 669-900-9128 (San Jose, CA) | +1 253-215-8782 (Houston, TX) |
| +1 346-248-7799 (Chicago, IL) | +1 301-715-8592 (New York, NY) |
| +1 312-626-6799 (Seattle, WA) | +1 646-558-8656 (Maryland) |

3. The phone will automatically dial the number and input the Webinar Meeting ID No. and your Password.
 4. Do not hang up the call, and return to the Zoom app
- You are now connected to the meeting.

Presenting Public Comment

Receipt of Public Comment – the Chair will ask for comments from the public on all items. Limit your comment to 3 minutes.

- (a) Computer Audio Connection: Select the “raised hand” icon. When you are called on to speak, please identify yourself.
- (b) Phone audio connection **with** computer to view meeting: Select the “raised hand” icon. When you are called on to speak, press *6 to unmute yourself and please identify yourself.

Phone audio connection only: Press *9. Wait for the clerk to unmute your phone and then identify yourself and provide your comment. Press *9 to end the call.

Submit Written Comments

If you are unable to participate via telephone or computer to present oral comments, you may also submit your comments by e-mailing them to comments@mpwmd.net with one of the following subject lines "PUBLIC COMMENT ITEM #" (insert the item number relevant to your comment) or “COMMENTS FROM THE PUBIC”. Comments must be received by noon on Monday, October 11, 2021. Comments submitted **by noon** will be provided to the committee members and compiled as part of the record of the meeting.

ADMINISTRATIVE COMMITTEE**1. CONSIDER ADOPTION OF SEPTEMBER 13, 2021 COMMITTEE MEETING MINUTES**

Meeting Date: October 11, 2021

From: David J. Stoldt,
General Manager

Prepared By: Sara Reyes

SUMMARY: Draft minutes of the September 13, 2021 Administrative Committee meeting are attached as **Exhibit 1-A**.

RECOMMENDATION: The Committee should review the minutes and adopt them by motion.

EXHIBIT

1-A Draft Minutes of September 13, 2021 Committee Meeting



EXHIBIT 1-A

DRAFT MINUTES Monterey Peninsula Water Management District Administrative Committee September 13, 2021

Call to Order

The virtual meeting was called to order at 2:02 PM via Zoom.

Committee members present: Karen Paull, Chair
Amy Anderson
Safwat Malek

Committee members absent: None

District staff members present: David Stoldt, General Manager
Suresh Prasad, Administrative Services Manager/Chief Financial Officer
Jonathan Lear, Water Resources Manager
Sara Reyes, Sr. Office Specialist

District Counsel present: David Laredo with De Lay and Laredo

Additions / Corrections to Agenda: None

Comments from the Public: None

Items on Board Agenda for September 20, 2021

1. **Consider Adoption of August 9, 2021 Committee Meeting Minutes**
On a motion by Anderson and second by Paull, the minutes of the August 9, 2021, meeting were approved on a roll call vote of 3 – 0 by Malek, Anderson and Paull.
2. **Consider Extension of Cooperative Agreement with the United States Geological Survey for Streamflow Gaging in Water Year 2022**
On a motion by Paull and second by Anderson, the committee voted to recommend that the Board authorize the General Manager to execute the agreement with the USGS providing cooperative investigation of the water resources within the District for Water Year (WY) 2022 for an amount not-to-exceed \$16,890. The motion was approved by a roll call vote of 3 – 0 by Malek, Anderson and Paull.
3. **Consider Authorizing the General Manager and/or Designee to Execute a Contract with Maggiora Brothers Drilling, Inc. to Destroy Monitoring Well Fort Ord 9 Shallow for an Amount not to exceed \$25,000**
On a motion by Anderson and second by Paull, the committee voted to recommend that the Board authorize the General Manager to contract with Maggiora Brothers in the amount not-to-exceed \$25,000. The motion was approved by a roll call vote of 3 – 0 by Malek, Anderson and Paull.

- 4. Consider Recommending Authorization of Expenditure of Funds Not to Exceed \$120,000 for Additional Legal Services by Rutan + Tucker Related to the Acquisition of the Monterey Water System (Measure J)**
On a motion by Paull and second by Anderson, the committee voted to recommend that the Board authorize expenditure of funds not to exceed \$120,000 for additional legal services by Rutan + Tucker related to the acquisition of the Monterey Water System (Measure J). The motion was approved by a roll call vote of 3 – 0 by Malek, Paull and Anderson.
- 5. Consider Recommending Authorization of Expenditure of Funds Not to Exceed \$230,000 for Additional Appraisal and Cost of Service Analysis by Raftelis Related to the Acquisition of the Monterey Water System (Measure J)**
On a motion by Paull and second by Anderson, the committee voted to recommend that the Board authorize expenditure of funds not to exceed \$230,000 for additional appraisal and cost of service analysis by Raftelis related to the acquisition of the Monterey Water system (Measure J). The motion was approved by a roll call vote of 3 – 0 by Malek, Paull and Anderson.
- 6. Consider Recommending Authorization of Expenditure of Funds Not to Exceed \$50,000 for Additional Real Estate Appraisal Services by Chris Carneghi MAI Related to the Acquisition of the Monterey Water System (Measure J)**
On a motion by Paull and second by Anderson, the committee voted to recommend that the Board authorize expenditure of funds not to exceed \$50,000 for additional real estate appraisal services by Chris Carneghi MAI related to the acquisition of the Monterey Water System (Measure J). The motion was approved by a roll call vote of 3 – 0 by Malek, Anderson and Paull.
- 7. Consider Recommending Authorization of Expenditure of Funds Not to Exceed \$28,000 for Survey Services by Psoomas Related to the Acquisition of the Monterey Water System (Measure J)**
On a motion by Paull and second by Anderson, the committee voted to recommend that the Board authorize expenditure of funds not to exceed \$28,000 for survey services related to the acquisition of the Monterey Water System (Measure J). The motion was approved by a roll call vote of 3 – 0 by Malek, Anderson and Paull.
- 8. Authorize Expenditure for Network Security Assessment**
On a motion by Paull and second by Anderson, the committee voted to recommend that the Board approve expenditures not-to-exceed \$15,000 to complete the Network Security Assessment. This authorization includes \$3,000 in contingency amount. The motion was approved by a roll call vote of 3 – 0 by Malek, Paull and Anderson.
- 9. Consider Adoption of Treasurer’s Report for June 2021**
On a motion by Paull and second by Anderson, the committee voted to recommend that the Board adopt the June 2021 Treasurer’s Report and financial statements, and ratification of the disbursements made during the month. The motion was approved by a roll call vote of 3 – 0 by Malek, Paull and Anderson.
- 10. Consider Approval of Fourth Quarter Fiscal Year 2020-2021 Investment Report**
On a motion by Paull and second by Anderson, the committee voted to recommend that the Board approve the Fourth Quarter Investment Report for Fiscal Year 2020-2021. The motion was approved by a roll call vote of 3 – 0 by Malek, Anderson and Paull.
- 11. Report on Activity/Progress on Contracts Over \$25,000**
This item was presented as information to the committee. No action was required or taken by the

committee.

12. Status Report on Measure J/Rule 19.8 Phase II Spending

This item was presented as information to the committee. No action was required or taken by the committee.

13. Review Fourth Quarter Legal Services Activity Report for Fiscal Year 2020-2021

This item was presented as information to the committee. No action was required or taken by the committee.

14. Review Draft September 20, 2021 Board Meeting Agenda

The committee reviewed the agenda and made no changes.

Suggest Items to be Placed on Future Agendas

No items were presented.

Adjournment

The meeting adjourned at 3:20 PM.

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ADMINISTRATIVE COMMITTEE

2. CONSIDER ADOPTION OF RESOLUTION NO. 2021-17 -- AMENDING FEES AND CHARGES TABLE – RULE 60

Meeting Date: October 11, 2021 **Budgeted:** N/A

From: David J. Stoldt,
General Manager **Program/
Line Item No.:**

Prepared By: Gabriela Bravo **Cost Estimate:** N/A

General Counsel Review: Yes

Committee Recommendation: The Administrative Committee considered this item on October 11, 2021, and recommended approval.

CEQA Compliance: This action does not constitute a project as defined by the California Environmental Quality Act Guidelines Section 15378.

SUMMARY: Resolution 2021-17 (**Exhibit 2-A**) amends Rule 60, the Fees and Charges Table, to reflect actual expenses (time, effort, and cost) incurred by the District as a result of providing the services listed. Three amendments to Rule 60 are proposed in Resolution 2021-17:

1. The resolution adds a new sub-heading called “Public Records Act Response Costs” for direct costs incurred by the District when it is required to respond to public records requests. This addition to the Table adds new lines under the existing heading “Publications.”
2. “Well Registration Form (Rule 52)” in item 49 is deleted as it is a duplicate with item 82.
3. Table numbering from item 51 forward must be renumbered due to the insertion of these new fees.

RECOMMENDATION: District staff recommends that the Board adopt Resolution 2021-17, A Resolution of the Board of Directors of the Monterey Peninsula Water Management District Amending Rule 60, Fees and Charges Table.

BACKGROUND: Ordinance No. 120, adopted March 21, 2005, allows changes to the Fees and Charges Table by resolution. The Fees and Charges Table was last updated on August 16, 2021, by adoption of Resolution 2021-11.

EXHIBIT

2-A Resolution No. 2021-17



EXHIBIT 2-A

RESOLUTION 2021-17

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
MONTEREY PENINSULA WATER MANAGEMENT DISTRICT
AMENDING RULE 60, FEES AND CHARGES TABLE**

WHEREAS: Fees and charges of the Monterey Peninsula Water Management District (MPWMD) are set forth in the MPWMD Rules and Regulations;

WHEREAS: The MPWMD Board of Directors created a new Fees and Charges Table in MPWMD Rule 60 pursuant to Ordinance No. 120, which became effective on April 20, 2005;

WHEREAS: Fees and charges shall bear a positive correlation to the actual time, effort, and cost of providing the services and actions set forth in the Fees and Charges Table;

WHEREAS: There shall be a new sub-heading called "Public Records Act Response Costs" after Line 47 under the heading "Publication Fees" to assess the direct costs by the District when it is required to respond to public records requests. The new lines shall be added as shown below. All subsequent lines shall be renumbered:

<i>Public Records Act Response Costs</i>		
48	Photocopies (Rule 60) <i>Black and White Copies</i>	<i>Ten (10) cents per page</i>
49	Well Registration Form (Rule 52) <i>Color Copies</i>	<i>\$0.50 cents per page</i>
50	<i>Mailing</i>	<i>Actual cost incurred by District</i>
51	<i>Thumb Drive</i>	<i>\$5.00</i>

NOW, THEREFORE, BE IT RESOLVED: The Board of Directors of the Monterey Peninsula Water Management District hereby amends the Fees and Charges Table to add recovery of direct costs for responding to public records request. All subsequent lines shall be renumbered after the insertion of these new lines.

On motion by _____, and second by _____, the foregoing Resolution is adopted upon this 18th day of October 2021, by the following vote:

AYES:

NAYS:

ABSENT:

I, David J. Stoldt, Secretary to the Board of Directors of the Monterey Peninsula Water Management District, hereby certify the foregoing resolution was duly adopted on the 18th day of October 2021.

Witness my hand and seal of the Board of Directors this ____ day of October 2021.

David J. Stoldt, Secretary to the Board

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ADMINISTRATIVE COMMITTEE MEETING

3. CONSIDER ADDING THE POSITION OF HUMAN RESOURCES COORDINATOR/CONTRACT SPECIALIST TO THE DISTRICTS ORGANIZATION CHART

Meeting Date:	October 11, 2021	Budgeted:	Yes
From:	David J. Stoldt, General Manager	Program/ Line Item No.:	N/A
Prepared By:	Suresh Prasad	Cost Estimate:	\$93,850 (full year salary + benefits)

General Counsel Approval: N/A

Committee Recommendation: The Administrative Committee reviewed this item on October 11, 2021 and recommended _____.

CEQA Compliance: This action does not constitute a project as defined by the California Environmental Quality Act Guidelines Section 15378.

SUMMARY: With the retirement of Human Resources Analyst, District at the time evaluated the need of the District and decided to go with outsourcing the Human Resources (HR) needs to Regional Government Services (RGS). With recent staff changes at RGS and the District's continuing needs for a contracts person, it was determined that an HR Coordinator/Contracts Specialist position would well serve the District's needs.

It is proposed that the HR Coordinator/Contract Specialist position be added to the District's current organization chart. The HR Coordinator/Contract Specialist position will report directly to the Administrative Services Manager/Chief Financial Officer. This position will assist ASD by providing various clerical and technical level support for HR and contract related work. We will continue to have contractual support from RGS for high level HR work. Job description for this position is attached as **Exhibit 3-A**.

The position would be placed at revised Range 26 on the District's salary chart. This placement would be consistent in maintaining internal relationships with other MPWMD job classifications, their requirements, and level of responsibility. The salary range would be consistent in comparison with other agencies for comparable positions in the area.

RECOMMENDATION: The Administrative Committee should recommend that the Board authorize staff to add the Human Resources Coordinator/Contract Specialist position to District's current organization chart and associated salary range.

IMPACTS TO STAFF/RESOURCES: A new fully funded position (Contract Specialist) was included in the FY 2020-2021 budget. In addition, partial savings from RGS contract will also help fund for this new position.

EXHIBIT

3-A Human Resources Coordinator/Contract Specialist job description

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EXHIBIT 3-A

HUMAN RESOURCES COORDINATOR/CONTRACT SPECIALIST

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

Under general direction, the Human Resources Coordinator/Contract Specialist performs various clerical and technical tasks in the Administrative Services Department; assists in the administration of training and benefits and employee relations programs; provides information to the public and employees regarding rules and regulations; maintains central personnel records, recruitment files, monitors interview examinations; coordinates training activities; coordinates employee benefits program; performs a variety of responsible office clerical work in which assignments and procedures are indicated in general terms but require use of independent judgment; to do related work as required. Assists monitoring of contracts and grants for compliance, assists with contract templates, contract tracking and processing, tracking of insurance certificates.

DISTINGUISHING CHARACTERISTICS

This is the journey level class. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. Successful performance of the work requires the ability to exercise sound independent judgment, coordinate several activities, gather and evaluate data, while meeting critical deadlines and maintaining effective working relationships.

SUPERVISION RECEIVED AND EXERCISED

Receives immediate supervision from the Administrative Services Manager/Chief Financial Officer.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS

The following duties are typical for positions in this classification. Any single position may not perform all of these duties and/or may perform similar related duties not listed here:

Essential Functions:

1. Represent the District in various personnel-related matters.
2. Prepare payroll records.
3. Analyze and interpret policies and procedures.
4. Set up and maintain filing systems; collect, verify and record data; prepare and monitor training budgets.
5. May be responsible for administering specific department programs.
6. Meet and prepare records of proceedings.
7. Maintain confidential records and respond to inquiries for the same.
8. Issue purchase orders and process bills and invoices for payment related to personnel and contracts.
9. Prepare recruitment schedule, job announcements/postings and interview materials.
10. Scheduling/coordinating pre-employment testing.
11. Liaison with pre-employment exam provider.

12. Develop and maintain the training calendar, Register trainees.
13. Prepare event sites.
14. Set-up and maintain all filing systems related to personnel and contract records.
15. Monitor and reconcile payroll and benefit accounts, contracts, and other reconciliations as required.
16. Prepare correspondence, memos and reports.
17. Provide support in negotiating administrative services contracts.
18. Provide Onboarding/Offboarding presentation to employees.
19. Enroll employees in benefit programs.
20. Support the relationship between the District and the general public by demonstrating courteous and cooperative behavior when interacting with citizens, visitors, and staff.
21. Maintain confidentiality of work-related issues and District information.
22. Enters, sorts, and index documents in document management system.
23. Maintains records and participates in Districts safety program.
24. Maintains records related to grants and prepares billings.
25. Maintains vendor contract templates and keeps them updated as necessary.
26. Assist with preparation of RFP/RFQ, including distributing and tracking of the RFP/RFQ.
27. Assist with preparation of vendor contracts, distributing and tracking for signatures.
28. Prepare Purchase Orders for all contracts.
29. Record keeping of all human resources and contracts related documents.
30. Perform other job-related duties within the scope of this job classification as assigned.

QUALIFICATIONS

Knowledge of:

- Applicable State and Federal laws relating to recruitment/selection, EEO/Affirmative Action, unemployment insurance, and benefits administration.
- Interviewing techniques and structure relating to recruitment selection.
- Classification/compensation methodologies.
- Survey techniques.
- Rules and regulations relating to confidential information, including but not limited to subpoenas for records, employment verification, destruction of records.
- Educational methodology and training techniques.
- Office practices and procedures.
- Principles of accounting and contract management.
- Principles and procedures of record keeping.
- Basic mathematical principles.
- Business math.
- Techniques of word processing, database and spreadsheets.
- Modern office procedures, methods and computer equipment.
- Microsoft Office Suite applications such as Word, Excel, PowerPoint and Outlook
- English usage, spelling, grammar and punctuation.
- Basic principles and practices of data collection and report preparation.
- Methods and techniques of proper phone etiquette.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.
- Principles and practices of public relations.

Ability to:

- Assist in providing information on employee benefits programs as needed.
- Enter data with high degree of accuracy and consistency into computer system.
- Comply with federal and state laws.
- Maintain employee records, ensuring completion and accuracy of details such as employee contact information, job classification, pay rates, and other key details.
- Assists with the administration of employee benefits, which includes collecting and submitting employee information and notice of change in status to insurance carrier or insurance brokers.
- Apply basic bookkeeping and/or routine statistical principles, practices and techniques.
- Make arithmetic and statistical computations quickly and accurately.
- Perform detailed office support work accurately and in a timely manner.
- Review documents for completeness and accuracy.
- Maintain confidentiality of sensitive information of accounting, confidential records, and other matters affecting employee benefit related files, and other confidential financial matters.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Examine and verify receipts, invoices, and reimbursement documents.
- Collect and compile data to prepare simple reports; maintain accurate records and document actions taken; and proofread and/or edit for errors in input, grammar, punctuation and arithmetical computation.

Skills in:

- Working effectively with others.
- Organizing information in a systematic way for easy retrieval.
- Interpreting information and make recommendations.
- Representing the District.
- Making oral and written presentations and reports.
- Working independently.
- Learning specialized clerical procedures including bookkeeping.
- Following oral and written instructions.
- Making computations quickly and accurately.
- Maintaining complex finance and personnel records.

Experience and Training Guidelines --- *Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Experience:

Five years of progressively responsible clerical accounting and administrative work experience with considerable contact with the public. Human resources experience is desired. Public sector work experience is desirable.

Education:

Possession of Associate's degree or equivalent in business, computer applications or other related field. Bachelor's degree in accounting, business or related field is desirable.

License or Certificate:

Possession of, or ability to obtain an appropriate, valid California driver's license, or ability to secure transportation to offsite meetings.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Physical Conditions:

- Standing and Walking – Primarily sedentary classification although standing in work areas and walking between work areas may be required.
- Sitting – Ability to work in a seated position at a computer station for extended periods of time.
- Lifting - Ability to safely lift up to 20 pounds; this requirement includes bending at the knees to facilitate proper lifting techniques.
- Manual Dexterity - The ability to perform multiple work activities requiring a significant level of physical and mental coordination, such as operating a computer keyboard; copying, and adding machines; writing.
- Visual – Ability to read printed materials and view a computer screen for long periods.
- Hearing and Speech - Ability to communicate in person, before groups, and over the telephone.
- Mobility – Ability to work in a standard office setting and operate a motor vehicle to visit various meeting sites, reach, carry, push, pull, stoop, and bend.

Environmental Elements:

Employees work in an office environment with moderate noise levels, controlled temperature conditions and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

EEO Statement:

MPWMD provides a fair and equal employment opportunity for all employees and job applicants. We expect and require the cooperation of all employees in maintaining a discrimination and harassment-free work environment.

Department: Administrative Services

Bargaining Group: Confidential

Exempt: Yes

Approved Date: October 2021

Revised Date: N/A

ADMINISTRATIVE COMMITTEE

4. CONSIDER CONVERTING THE HYDROGRAPHY PROGRAM COORDINATOR POSITION TO AN ASSOCIATE HYDROLOGIST POSITION THAT CAN BE FILLED AT THE ASSISTANT HYDROLOGIST LEVEL

Meeting Date:	October 11, 2021	Budgeted:	Yes
From:	David J. Stoldt, General Manager	Program/ Line Item No.:	N/A
Prepared By:	Jonathan Lear	Cost Estimate:	Cost Savings of \$23,970 to \$37,970

General Counsel Approval: N/A

Committee Recommendation: The Administrative Committee reviewed this item on October 11, 2021 and recommended _____.

CEQA Compliance: This action does not constitute a project as defined by the California Environmental Quality Act Guidelines Section 15378.

SUMMARY: The Water Resources Division currently holds the employee positions of Division Manager, Senior Water Resources Engineer, Hydrography Program Coordinator, Associate Hydrologist, and the recently filled Assistant Hydrologist. On 9/16/21, the employee in Hydrography Program Coordinator tendered a letter of resignation and will retire on 12/30/21 after over 33 years of service to the District. This position was originally classed as a Hydrologist position with a ladder between the Assistant and Associate levels. After 25 years of experience, the current position was re-classed into the Program Coordinator position. The Water Resources Division is seeking to convert the Hydrography Coordinator position back into the ladder Hydrologist position prior to refilling the position. The purpose of converting the position is to restructure the Water Resources Division to allow for more cross-program coordination by bringing the surface water program under the Division Manager whom is already the lead for all other hydrologic monitoring, project operations, technical databases, and permitting and compliance support. Staffing these programs with Hydrologists that can work in all of the programs will bring a more robust and adaptable work force to the District. Converting the position to a ladder position will allow the District to recruit and both levels and reach a larger applicant pool.

Converting the position has an annual cost savings of \$23,970 to \$37,970 due to the difference in salary between the positions. Hiring this position will allow the District to take advantage of the new positions skill set to offset costs elsewhere. For example, the WRD will be able to perform in Division GIS work and only use the GIS consultant for technical support and not work product. Currently the WRD relies on Lynx Technologies for GIS work product. A budget adjustment will not be necessary for this action because the Program Coordinator is compensated at a higher range of the District salary scale.

At the District, the Hydrologist position is a journey level position offering a career ladder and the Hydrologist Technician is not. The WRD is looking to attract a type of employee that is interested

in a career track with the District that can be utilized in succession plans in the Water Resources Division. By re-classifying this position, the District can begin the recruitment process immediately and minimize the time the Water Resources Division is down one employee.

RECOMMENDATION: The Administrative Committee should recommend that the General Manager convert the Hydrology Technician Position to either an Assistant Hydrologist Position at Range 30 or an Associate Hydrologist at Range 37 to be determined by applicant pool.

BACKGROUND: Greg James accepted his position as an Associate Hydrologist at the District on 9/3/1991. He was promoted to the Hydrography Program lead in 2007. On 9/16/2021, Greg tendered his resignation indicating he was retiring from District service effective 12/30/2021. Greg has been a great asset to the District for over 33 years and has created a robust surface water monitoring network collecting high quality data. The data his program generates helps to inform ASR operations, fish rescues, water rights applications, and was used to build the Carmel Valley Hydrologic Groundwater Model.

EXHIBITS

- 4-A** Assistant Hydrologist Job Description
- 4-B** Associate Hydrologist Job Description

EXHIBIT 4-A**MONTEREY PENINSULA WATER MANAGEMENT DISTRICT****ASSISTANT HYDROLOGIST**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

To plan, organize and conduct hydrologic related research projects; to gather, compile, analyze and interpret data related to water supply planning, demand management, water quality, fisheries and riparian vegetation; and to perform a variety of technical tasks relative to assigned areas of responsibility.

DISTINGUISHING CHARACTERISTICS

This is the full journey level class within the professional Hydrologist series. Employees within this class perform the full range of duties as assigned. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. This class is distinguished from the Associate Hydrologist in that the latter performs more complex duties with minimal supervision and guidance.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Water Resources Manager.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS

The following duties are typical for positions in this classification. Any single position may not perform all of these duties and/or may perform similar related duties not listed here:

Essential Functions:

1. Assist in with the well reporting program; distribute, collect and compile annual production reports from all well owners and operators in the District.
2. Perform well registration; receive new permits from County Health Department, mail letters and forms, locate wells on map, assign numbers and reference to assessor parcel number; review well logs; update District database.
3. Measure depth to water in wells throughout the District; maintain well probes and monitor sites.
4. Read water meters on medium and large wells; maintain records on spreadsheet, calculate production and report to General Manager; notify well owners of violations and discrepancies.
5. Oversee activities of contractors; observe well drilling operations, evaluate well cuttings, assist with set up and clean up of District drilling sites.
6. Collect water quality samples and enter results into District databases
7. Operate and Monitor the Districts Aquifer Storage and Recovery Program
8. Measure and calculate stream flow; use current meters in all types of weather; maintain field notes in book and computer, and work up stream flow records.

9. Assist with installation and maintenance of stream flow gauging stations; install pipes, brackets, concrete, pressure transducers, data loggers, float recorders and housings.
10. Retrieve data from weather stations; connect to modem or lap top computer, convert and enter data; produce report.
11. Maintain weather stations; check and change batteries, thermistors, anemometers, pyranometers, rain gauges and housings as needed; reprogram station as required.
12. Collect wetland soil samples; obtain samples, deliver to lab and enter data into computer.
13. Conduct vegetation transect and quadrats sampling in wetlands; find established sites, set up tag line, identify plants, quantify and enter data into computer for statistical analysis.
14. Prepare a variety of reports; compose text and develop charts, graphs, and maps.
15. Respond to requests for hydrologic information; explain availability and policy; write letters in response to inquiries.
16. Estimate time, materials and equipment required for jobs assigned; requisition materials as required.
17. Attend and participate in professional group meetings and committees; stay abreast of new trends and innovations in the field of surface and ground water resource management and monitoring.
18. Respond to public inquiries in a courteous manner; provide information within the area of assignment; resolve complaints in an efficient and timely manner.
19. Hike into remote areas to make inspections, measurements and observations and to conduct studies.
20. Serve as District representative on interview panels for other agencies as necessary.
21. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Operations, services and activities of a well production monitoring program.
Principles and practices of hydrologic, climatic, geologic and biologic science.
Riparian systems, wetland systems and fishery biology.
Streamflow gaging
Computer applications related to hydrology including data management, word processing and report writing.
Mathematics and statistics.
Methods and techniques of soil sampling.
Basic drafting methods, techniques and tools.
Proper and safe use of hand and power tools.
Basic carpentry, pipe fitting and cement working techniques.
Laws and regulations relating to wells, water distribution, water production, fisheries, and riparian environments.
Basic stream sedimentation and erosion processes.
Water quality sampling protocols.
Global positioning satellite systems for mapping.
Chain of custody forms.

Operation of pumps and water meters.
Occupational hazards and standard safety practices.

Ability to:

Develop and maintain databases and spreadsheets.
Accurately compile and analyze data.
Prepare and interpret maps.
Install, operate and maintain stream flow gauging stations.
Measure all ranges of stream flow and compute continuous stream flow records.
Troubleshoot electrical and mechanical equipment.
Utilize a computer terminal for data management, data processing and word processing.
Operate equipment in a safe and effective manner.
Perform instrument calibration.
Use proper techniques to acquire water quality samples.
Complete chain of custody forms for water quality and biological samples.
Operate GPS equipment to locate wells and other monitoring sites.
Work independently in the absence of supervision.
Understand and follow oral and written instructions.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.
Maintain physical condition appropriate to the performance of assigned duties and responsibilities.

Experience and Training Guidelines — *Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Experience

Three years of increasingly responsible water resource management experience.

Training

Equivalent to a Bachelor's degree from an accredited college or university with major course work in hydrology, geology, environmental sciences, engineering or a related field.

License or Certificate:

Possession of, or ability to obtain, an appropriate, valid driver's license.

WORKING CONDITIONS

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environmental Conditions:

Office and field environment with some travel to attend meetings; work in and around water; exposure to all types of weather and temperature conditions; exposure to poisonous plants, animals, and/or insects; work closely with others and work alone; irregular work hours; exposure to computer screens, atmospheric conditions, and slippery and uneven conditions; working with machinery.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for moderate to heavy lifting and carrying; walking, standing and sitting for prolonged periods of time; bending, climbing and reaching; operating motorized vehicles and equipment.

Vision:

See in the normal visual range with or without correction; specific vision abilities required by this job include close and distance vision, color perception and depth perception.

Hearing:

Hear in the normal audio range with or without correction.

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EXHIBIT 4-B

MONTEREY PENINSULA WATER MANAGEMENT DISTRICT

ASSOCIATE HYDROLOGIST

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

To develop and maintain complex and difficult programs related to managing the District's surface water resources including the stream flow monitoring program; to design, install and maintain stream flow gauging stations; and to perform a variety of technical tasks relative to assigned areas of responsibility.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level class in the professional Hydrologist series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed and the complexity of duties assigned. Employees perform the most difficult and responsible types of duties assigned to classes within this series and function with minimal supervision and guidance. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Water Resources Manager.

May exercise functional and technical supervision over lower level staff.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS

The following duties are typical for positions in this classification. Any single position may not perform all of these duties and/or may perform similar related duties not listed here:

Essential Functions:

1. Design and perform complex hydrologic related research studies; establish methodology and standards; perform data analyses and interpretation relating to surface water quality and quantity; guide technical field staff in data collection, analyses, storage, retrieval and reporting.
2. Provide technical support for long-term and interim water supply projects, water rights studies, river erosion and sedimentation processes, fisheries, riparian vegetation and surface water modeling projects.
3. Inspect river to identify erosion hazards; perform erosion control and revegetation project design and implementation, including surveying, drafting, and cost estimation; present projects to community groups and prepare permit applications.
4. Conduct hydrologic analyses of proposed water supply projects including effects on river channel geometry, flood elevations, riparian vegetation and sediment transport; assist in the preparation of off-site mitigation plans.
5. Operate, maintain and repair the District's ASR Project.
6. Operate, maintain and repair stream flow measuring equipment including survey equipment and stream flow measuring gear.
7. Manage computer database and filing system, compute stream flow records, tabulate rainfall records and prepare technical reports; produce computerized graphics of hydrologic data collected.
8. Administer contracts for construction projects and hydrologic studies and inspect work activities of contractors; prepare "as built" drawings.

9. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of surface and ground water resource management and stream flow monitoring.
10. Hike into remote areas to make inspections, measurements and observations and to conduct studies.
11. Operate and maintain the fish counter logging system; assist with fish population surveys and fish rescues as necessary.
12. Ensure adherence to safe work practices and procedures.
13. Respond to public inquiries in a courteous manner; provide information within the area of assignment; resolve complaints in an efficient and timely manner.
14. Estimate time, materials and equipment required for jobs assigned; requisition materials as required.
15. Serve as District representative on interview panels for other agencies as necessary.
16. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Operations, services and activities of a stream flow monitoring program.
Advanced principles and practices of hydrologic, climatic and geologic science.
Advanced field hydrologic, climatologic and biologic data collection techniques.
Stream sedimentation and erosion processes.
Methods and techniques of land surveying.
Computer equipment, software, and data collection platforms.
Basic construction skills including carpentry and cement work.
Intermediate mathematics and statistics.
Basic electronics.
Operational characteristics of power and hand tools.
Water quality sampling protocols.
Global positioning satellite systems for mapping.
12 volt wiring.
Chain of custody forms.
Occupational hazards and standard safety practices.

Ability to:

Perform professional-level hydrologic and environmental work studies.
Accurately quantify surface water resources.
Design, locate, install, operate and maintain stream flow gauging stations.
Measure all ranges of stream flow and compute continuous stream flow records.
Independently perform the most difficult stream flow calculations.
Conduct meetings and serve as District representative.
Compile and analyze difficult technical and statistical information and data.
Utilize a computer terminal for data management, data processing and word processing.
Interpret, explain and enforce department policies and procedures.
Operate a vehicle and equipment in a safe and effective manner.
Perform instrument calibration.
Use proper techniques to acquire water quality samples.
Complete chain of custody forms for water quality and biological samples.
Operate GPS equipment to locate wells and other monitoring sites.
Work independently in the absence of supervision.
Understand and follow oral and written instructions.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

Maintain physical condition appropriate to the performance of assigned duties and responsibilities.

Experience and Training Guidelines — *Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Experience

Five years of increasingly responsible surface water resource management experience.

Training

Equivalent to a Bachelor's degree from an accredited college or university with major course work in hydrology, geology, environmental sciences, engineering or a related field.

License or Certificate:

Possession of, or ability to obtain, an appropriate, valid driver's license.

WORKING CONDITIONS

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environmental Conditions:

Office and field environment with some travel to attend meetings; work in and around water; exposure to all types of weather and temperature conditions; exposure to poisonous plants, animals, and/or insects; work closely with others and work alone; irregular work hours; exposure to computer screens, atmospheric conditions, and slippery and uneven conditions; working with machinery.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for moderate to heavy lifting and carrying; walking, standing and sitting for prolonged periods of time; bending, climbing and reaching; operating motorized vehicles and equipment.

Vision:

See in the normal visual range with or without correction; specific vision abilities required by this job include close and distance vision, color perception and depth perception.

Hearing:

Hear in the normal audio range with or without correction.

ADMINISTRATIVE COMMITTEE

5. CONSIDER EXPENDITURE OF FUNDS FOR THE MANUFACTURE AND SUPPLY OF FIVE FIBERGLASS REINFORCED TANKS FOR THE SLEEPY HOLLOW STEELHEAD REARING FACILITY

Meeting Date:	October 11, 2021	Budgeted:	Yes
From:	David J. Stoldt, General Manager	Program/ Line Item No.:	Protect Environmental Quality 2-3-1-O
Prepared By:	Larry Hampson	Cost Estimate:	\$ 48,000

General Counsel Review: N/A

Committee Recommendation: The Administrative Committee reviewed this item on October 11, 2021, and recommended _____.

CEQA Compliance: Exempt under §15301 Existing Facilities.

SUMMARY: Staff proposes to contract for the manufacture and delivery of five fiberglass reinforced plastic (FRP) tanks to the Sleepy Hollow Steelhead Rearing Facility (SHSRF) in Carmel Valley. The tanks would replace the original tanks, which are used to quarantine incoming steelhead and are at the end of their useful life. One bid for the procurement project was received from Reiff Manufacturing for \$43,477.12 (see **Exhibit 5-A**). The engineer's estimate for the project was \$55,000.

RECOMMENDATION: The Administrative Committee should recommend that the Board authorize the General Manager to enter into a contract with Reiff Manufacturing for procurement and delivery of five FRP tanks in an amount not-to-exceed \$43,477.12 and approve a contingency of approximately \$4,523 for unforeseen circumstances.

DISCUSSION: The SHSRF rearing facility was initially constructed in 1996. In 2018, the District undertook a major upgrade of several of the components necessary to successfully rear steelhead rescued from the Carmel River. However, the five 8-foot diameter fiberglass quarantine tanks used to control disease in fish rescued from the river were not replaced with the 2018 upgrade. The tanks and their support systems are in various states of disrepair with cracks and failing foundation supports. The existing tanks are also not insulated, which leads to stress-inducing water temperatures. New tanks would be insulated and include covers to minimize heat gain during warm periods.

Due to potentially long lead times for manufacture and delivery of tanks and the relatively short window for construction work between operational periods, staff opted to advertise for manufacture and delivery of new tanks as a separate project. Bid advertisements were placed three times with the Monterey County Weekly; the project was placed on ebidboard.com (a comprehensive cross-agency database of California public works construction projects and

documents); and staff reached out via email to several FRP tank manufacturers including Aquatic Enterprises in San Jose, DT Fiberglass in Sacramento, Integrated Aqua Systems in San Diego, and Reiff Manufacturing in Walla Walla, Washington.

Reiff Manufacturing was the sole bidder for the procurement project. The bid (**Exhibit 5-A**) and Bid Bond (**Exhibit 5-B**) responded to all District requirements (note that sales tax of \$3,127.12 was not listed as a separate item but was included in the bid). Reiff provided three FRP tanks for the 2018 SHSRF upgrade and has 30 years of experience with manufacturing FRP tanks.

CEQA: The California Environmental Quality Act Section 15301 exempts maintenance of mechanical equipment for existing facilities, including those under section i)

“ Maintenance of fish screens, fish ladders, wildlife habitat areas, artificial wildlife waterway devices, streamflows, springs and waterholes, and stream channels (clearing of debris) to protect fish and wildlife resources; ”

The quarantine tanks are an integral part of the rearing facility.

IMPACTS ON STAFF AND RESOURCES: Funds for this work are budgeted under Sleepy Hollow Operations Budget Program line item 2-3-1-O Design/Construct Rearing Channel and Quarantine Tank Improvements. The work would be performed under the direction of the District Engineer. An approximate 10% contingency is requested for unforeseen conditions such as supply chain problems and for tank delivery during periods when the access road into Sleepy Hollow may be deteriorated.

EXHIBITS

5-A Reiff Manufacturing bid

5-B Bid Bond

INSTRUCTIONS TO BIDDERS

BIDDER QUALIFICATIONS

A firm experienced in custom FRP vessel manufacture similar to that indicated for this project and with a record of successful in-service performance in similar applications. Minimum experience of at least 10 installations with an installed service record of 5 years or greater is required.

BID SUBMITTAL

A paper bid shall be submitted on the blank forms provided herein, without substitution or omission, in accordance with Section 1.02 of the General Conditions. The bid shall be sealed in an envelope marked "**MANUFACTURE AND SUPPLY OF FIVE FIBERGLASS REINFORCED TANKS**". All bids received at the District office or by mail shall be sealed and clearly marked. Sealed bids that do not meet these requirements shall not be eligible for consideration.

Instructions for electronic bids

An electronic bid may be submitted to the District by downloading the fillable form at the following link:

<https://www.mpwmd.net/who-we-are/project-bids-rfps/>

Please submit the bid with relevant attachments to the MPWMD Project Manager email address listed in the Notice Inviting Bids. The Project Manager will acknowledge receipt of bids when received, but will not evaluate bids until after the bid submittal deadline. Bids received after the bid submittal deadline will not be considered.

It is the Bidder's responsibility to complete the bid process. MPWMD recommends submitting electronic bids at least 24 hours in advance of the bid deadline. Should there be any problems with electronic submittal, MPWMD may not be able to respond in a timely fashion to resolve technical difficulties with bid submittal.

All electronic bid documents must be in PDF format and digitally signed.

If you do not receive a confirmation message that a bid has been received within 24 hours, please contact the Project Manager for assistance.

A bid may be withdrawn from consideration up to the bid submittal deadline. Notice of a withdrawal of a bid must be received by email or in writing prior to the bid submittal deadline.

BID GUARANTY

Each bid shall be accompanied by either U.S. currency, certified check, cashier's check, or proposed Contractor's bond of a surety company acceptable to the District in an amount not less than ten percent (10%) of the bid amount, and shall be made payable to the Monterey Peninsula Water Management District.

If an electronic bid is submitted, the successful bidder will be required to send the original bid guaranty prior to award of a contract.

BID PRICE

The bid price shall include everything necessary for the performance of the complete job, including but not limited to furnishing all materials, equipment, tools, superintendence, labor, and services except as expressly stated in the Construction Specifications.

TAXES

Bid prices shall include allowance for all federal, state, and local taxes.

BONDS

The posting of a Faithful Performance Bond by the Contractor in the amount of one hundred percent (100%) of the total contract price as specified in Section 4 of the General Provisions will be required as part of this project.

A Material-and-Labor Bond shall also be required to be posted by the Contractor in the amount of one hundred percent (100%) of the total contract price, as specified in Section 4 of the General Provisions.

The Contractor has the option to substitute certain securities for a faithful performance bond, pursuant to an escrow agreement. The Contractor shall inform the District in writing upon submittal of the bid of his intention to substitute securities for a faithful performance bond.



Bid Submittal Form



Honorable Board of Directors

Monterey Peninsula Water Management District (District)

Proposal and Bid Items. Project Manager: Larry Hampson; larry@mpwmd.net; (831) 238-2543

Pursuant to, and in compliance with, the Notice to Bidders and the Contract Documents, relating to the

Manufacture and Delivery of Five Fiberglass Reinforced Plastic Tanks

1. Bidder

Reiff Manufacturing

2. Address

670 B Street

Number Street Name

Walla Walla, WA

City and State

99362

Zip code

3. Contact Information

Name

Jim Brennan

Email address

jim@reiffman.com

Telephone

509-525-1081

Mobile

N/A

By filling out this form, Bidder agrees that he or she is aware that there is some level of risk that third parties might be able to read unencrypted emails. It is the Bidder's responsibility to update contact information and to submit all required forms.

4. List of Bid Forms to Submit



Bid Form



Bidder Understanding



Bidder Experience



Subcontractor Experience



Security for Compensation



Fair Employment Practices



Noncollusion Declaration



Bid Guarantee

7. Signature

Jim Brennan

Digitally signed by Jim Brennan
DN: CN = Jim Brennan, C = US, O =
Reiff Manufacturing
Date: 2021.09.22 10:16:18 -07'00'

Date of
Signature

09

MM

22

DD

2021

YYYY

**MONTEREY PENINSULA WATER MANAGEMENT DISTRICT
MONTEREY COUNTY, CALIFORNIA**

BID TO MANUFACTURE AND SUPPLY FIVE FIBERGLASS REINFORCED TANKS

Monterey Peninsula Water Management District
5 Harris Court Bldg. G, Monterey CA 93940
or
P.O. Box 85, Monterey, CA 93942-0085

Ladies and Gentlemen:

Pursuant to the foregoing Notice Inviting Sealed Bids, the undersigned hereby proposes and binds himself by the District, under this Bid, to execute in accordance with such award, a contract of which this Bid and the Specifications shall be a part, to furnish any and all labor, materials, equipment, and services necessary for satisfactory performance and completing the work set forth in said Specifications within the time hereinafter set forth and at the prices named in this bid as follows*:

BID FORM

Item	Description	Quantity	Unit	Unit Cost	Total Cost
1	Manufacture tanks	5	EA	\$7,730	\$38,650
2	Delivery to Sleepy Hollow	1	LS	\$1,700	\$1,700
	Total				\$43,477.12

1. Total price to include sales tax in Carmel Valley, California (currently 7.75%)

* Upon award, this Bid Form shall become a part of the final contract

BIDDER UNDERSTANDING

The undersigned has examined the location of the proposed work site and/or is familiar with the Specifications and the local conditions at the site.

The undersigned has checked carefully all the above figures and understands that the District shall not be responsible for any errors or omissions on the part of the undersigned in making up this bid.

The undersigned understands that the District reserves the right to reject any or all bids, and to waive any irregularities or informalities in bids received. Award shall be made which, in the judgement of the District, is to the best interest of the District. It is agreed that this bid may not be withdrawn within a period of 180 days after the date set for the opening thereof.

In accordance with the Construction Specifications, the undersigned further agrees to so plan the work and prosecute it with such diligence that said work shall be commenced within 10 days after issuance of the notice to proceed and the work shall be completed within 60 days thereafter.

The undersigned agrees, if awarded the contract, that there shall be paid by the undersigned and all subcontractors under him, to all laborers, workmen, and mechanics employed in the execution of such contract or any subcontract thereunder, not less than the rates for overtime and legal holidays in the locality in which the work is to be performed, as established by the State Director of the Department of Industrial Relations.

The undersigned or his or her subcontractors currently possess and agree to maintain valid licenses and/or business certificates necessary to prosecute the work and issued by the State in which the tanks are manufactured.

Bidder: SRM Manufacturing, Inc. dba Reiff Manufacturing Tax I.D. Number: 91-1842436

List all necessary licenses or certificates: N/A

Signed: Jim Brennan Digitally signed by Jim Brennan
Date: 2021.09.22 09:40:49
-07'00' Dated: 22 Sept. 2021
Title: Director of Sales

BY SIGNING THIS DOCUMENT ELECTRONICALLY, YOU ACKNOWLEDGE THAT YOUR SIGNATURE IS VALID FOR ALL BID DOCUMENTS THAT REQUIRE SIGNATURE

This form to be submitted with the bid.

BIDDER'S EXPERIENCE QUALIFICATIONS

The Bidder has been engaged in the manufacture and supply of materials described in the bid under the present business name for 30+ years. Experience in work of a nature similar to that covered in the bid extends over a period of 30+ years.

The bidder, as a contractor, has never failed to satisfactorily complete a contract awarded to him, except as follows:

N/A

Year	Type of Work	Contract Amount	Location and for Whom Performed
2021	Building 10' Round Tanks	\$73,400	US FWS / Jordan River National Fish Hatchery
2021	Building 15' Round Tanks	\$112,620	Lake Burton Fish Hatchery
2020	Build 8' Round Tanks	\$32,207	Niagara Springs Fish Hatchery

Bidder Jim Brennan

Signed Jim Brennan

Digitally signed by Jim Brennan
DN: cn = Jim Brennan, c = US, o = Reiff Manufacturing
Date: 2021.09.22 10:15:49 -0700

Title Director of Sales

Date 22 Sept. 2021

This form to be submitted with the bid.

SUBCONTRACTOR'S EXPERIENCE QUALIFICATIONS

The subcontractor has been engaged under the present business name for 30+ years. Experience in work of a nature similar to that covered in the bid extends over a period of 30+ years.

The subcontractor has never failed to satisfactorily complete a contract awarded to him, except as follows:

N/A - Reiff Manufacturing does not use sub-contractors, all work is in house.

Please indicate for whom the work was conducted, the type of work, and who can be contacted as a reference for the work:

Year	Type of Work	Contract Amount	Location and for Whom Performed
2021	Building 10' Round Tanks	\$73,400	US FWS / Jordan River National Fish Hatchery
2021	Building 15' Round Tanks	\$112,620	Lake Burton Fish Hatchery
2020	Build 8' Round Tanks	\$32,207	Niagara Springs Fish Hatchery

Please attach additional sheet(s) as needed.

Digitally signed by Jim Brennan
 DN: CN = Jim Brennan, C =
 US, O = Reiff Manufacturing
 Date: 2021.09.22 10:15:35 -
 0700

Signed Jim Brennan
 Title Director of Sales
 Date 22 Sept. 2021

This form to be submitted with the bid.

SECURITY FOR COMPENSATION CERTIFICATION

TO: MONTEREY PENINSULA WATER MANAGEMENT DISTRICT

I am aware of the provisions of Section 3700 of the Labor Code of the State of California which require every employer to be insured against liability for worker's compensation or to undertake self-insurance in accordance with the provisions of that Code, and I will comply with such provisions before commencing the performance of the work of this Contract:

Bidder SRM Manufacturing, Inc., dba Reiff Manufacturing
Signed Jim Brennan Digitally signed by Jim Brennan
DN: CN = Jim Brennan, C = US, O = Reiff Manufacturing
Date: 2021.09.22 10:15:17 -0700
Title Director of Sales
Date 22 Sept. 2021

This form to be submitted with the bid.

FAIR EMPLOYMENT PRACTICES CERTIFICATION

TO: MONTEREY PENINSULA WATER MANAGEMENT DISTRICT

The undersigned, in submitting a bid for performing the following work by Contract, hereby certifies that he has or shall meet the standards of affirmative compliance with Fair Employment Practices requirements of the special provisions contained herein:

Bidder SRM Manufacturing, Inc. dba Reiff Manufacturing

Signed Jim Brennan Digitally signed by Jim Brennan
DN: CN = Jim Brennan, C = US, O = Reiff Manufacturing
Date: 2021.09.22 10:14:58 -0700

Title Director of Sales

Date 22 Sept. 2021

This form to be submitted with the bid.

**NONCOLLUSION DECLARATION
TO BE EXECUTED BY BIDDER AND SUBMITTED WITH BID**

The undersigned declares:

I am the Director of Sales of SRM Manufacturing, Inc. dba Reiff Manufacturing,
the party making the foregoing bid.

The bid is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation. The bid is genuine and not collusive or sham. The bidder has not directly or indirectly induced or solicited any other bidder to put in a false or sham bid. The bidder has not directly or indirectly colluded, conspired, connived, or agreed with any bidder or anyone else to put in a sham bid, or to refrain from bidding. The bidder has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the bid price of the bidder or any other bidder, or to fix any overhead, profit, or cost element of the bid price, or of that of any other bidder. All statements contained in the bid are true. The bidder has not, directly or indirectly, submitted his or her bid price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, to any corporation, partnership, company, association, organization, bid depository, or to any member or agent thereof, to effectuate a collusive or sham bid, and has not paid, and will not pay, any person or entity for such purpose.

Any person executing this declaration on behalf of a bidder that is a corporation, partnership, joint venture, limited liability company, limited liability partnership, or any other entity, hereby represents that he or she has full power to execute, and does execute, this declaration on behalf of the bidder.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct and that this declaration is executed on 22 Sept. 2021 [date], at Walla Walla [city], WA [state].

Bidder SRM Manufacturing, Inc. dba Reiff Manufacturing

Signed Jim Brennan Digitally signed by Jim Brennan
DN: CN = Jim Brennan, C = US, O = Reiff
Manufacturing
Date: 2021.09.22.10:14:47 -07:00

Title Director of Sales

BID GUARANTEE

Each bid shall be accompanied by either a U.S. currency certified check, cashier's check, or bidding Contractor's bond of a surety company acceptable to the District in an amount not less than ten percent (10%) of the bid amount, and shall be made payable to the District.

This form together with a copy of the bid guarantee must be submitted with the bid.

EXHIBIT 5-B



Western Surety Company

BID BOND
(Percentage)

Bond Number: 72401729

KNOW ALL PERSONS BY THESE PRESENTS, That we S RM Manufacturing, Inc. dba Reiff
Manufacturing of
670 B Street, Walla Walla, WA 99362, hereinafter
referred to as the Principal, and Western Surety Company,
as Surety, are held and firmly bound unto Monterey Peninsula Water Management District
of 5 Harris Ct., Bldg G, Monterey, CA 93940
hereinafter referred to as the Obligee, in the sum of Ten (10 %) percent of the greatest
amount bid, for the payment of which we bind ourselves, our legal representatives, successors and assigns,
jointly and severally, firmly by these presents.

WHEREAS, Principal has submitted or is about to submit a proposal to Obligee on a contract for Sleepy Hollow 8' Round Tanks

NOW, THEREFORE, if the said contract be awarded to Principal and Principal shall, within such time as may be specified, enter into the contract in writing and give such bond or bonds as may be specified in the bidding or contract documents with surety acceptable to Obligee; or if Principal shall fail to do so, pay to Obligee the damages which Obligee may suffer by reason of such failure not exceeding the penalty of this bond, then this obligation shall be void; otherwise to remain in full force and effect.

SIGNED, SEALED AND DATED this 25th day of September, 2021

S RM Manufacturing, Inc. dba Reiff
Manufacturing
(Principal)

By _____ (Seal)

Western Surety Company
(Surety)

By David Neal Harwood
David Neal Harwood Attorney-in-Charge



Western Surety Company

POWER OF ATTORNEY - CERTIFIED COPY

Bond No 72401729

Know All Men By These Presents, that WESTERN SURETY COMPANY, a corporation duly organized and existing under the laws of the State of South Dakota, and having its principal office in Sioux Falls, South Dakota (the "Company"), does by these presents make, constitute and appoint David Neal Harwood

its true and lawful attorney(s)-in-fact, with full power and authority hereby conferred, to execute, acknowledge and deliver for and on its behalf as Surety, bonds for:

Principal: SRM Manufacturing, Inc. dba Reiff Manufacturing

Obligee: Monterey Peninsula Water Management District

Amount: \$1,000,000.00

and to bind the Company thereby as fully and to the same extent as if such bonds were signed by the Vice President, sealed with the corporate seal of the Company and duly attested by its Secretary, hereby ratifying and confirming all that the said attorney(s)-in-fact may do within the above stated limitations. Said appointment is made under and by authority of the following bylaw of Western Surety Company which remains in full force and effect.

"Section 7. All bonds, policies, undertakings, Powers of Attorney or other obligations of the corporation shall be executed in the corporate name of the Company by the President, Secretary, any Assistant Secretary, Treasurer, or any Vice President or by such other officers as the Board of Directors may authorize. The President, any Vice President, Secretary, any Assistant Secretary, or the Treasurer may appoint Attorneys in Fact or agents who shall have authority to issue bonds, policies, or undertakings in the name of the Company. The corporate seal is not necessary for the validity of any bonds, policies, undertakings, Powers of Attorney or other obligations of the corporation. The signature of any such officer and the corporate seal may be printed by facsimile."

If Bond No. 72401729 is not issued on or before midnight of December 25, 2021, all authority conferred in this Power of Attorney shall expire and terminate.

In Witness Whereof, Western Surety Company has caused these presents to be signed by its Vice President, Paul T. Bruflat, and its corporate seal to be affixed this 25th day of September 2021

STATE OF SOUTH DAKOTA }
COUNTY OF MINNEHAHA } ss

WESTERN SURETY COMPANY
Paul T. Bruflat
Paul T. Bruflat, Vice President

On this 25th day of September, in the year 2021 before me a notary public personally appeared Paul T. Bruflat, who being to me duly sworn, acknowledged that he signed the above Power of Attorney as the aforesaid officer of WESTERN SURETY COMPANY and acknowledged said instrument to be the voluntary act and deed of said corporation.

M. BENT
NOTARY PUBLIC
SOUTH DAKOTA

M. Bent
Notary Public - South Dakota

My Commission Expires March 2, 2026

I the undersigned officer of Western Surety Company, a stock corporation of the State of South Dakota, do hereby certify that the attached Power of Attorney is in full force and effect and is irrevocable, and furthermore that Section 7 of the bylaws of the Company as set forth in the Power of Attorney is now in force.

In testimony whereof, I have hereunto set my hand and seal of Western Surety Company this 25th day of September 2021

WESTERN SURETY COMPANY
Paul T. Bruflat
Paul T. Bruflat, Vice President

To validate bond authenticity, go to www.cnasurety.com > Owner/Obligee Services > Validate Bond

ADMINISTRATIVE COMMITTEE

6. CONSIDER ALLOCATING FUNDS TO PURCHASE A PORTABLE SONIC FLOW METER TO SUPPORT ASR AND SLEEPY HOLLOW OPERATIONS AND WATER RIGHTS REPORTING

Meeting Date:	October 11, 2021	Budgeted:	Yes
From:	David J. Stoldt General Manager	Program/ Line Item:	Hydrologic Monitoring 2-5-3
Prepared By:	Jonathan Lear	Cost Estimate:	\$5,000

General Counsel Review: N/A

Committee Review: The Administrative Committee reviewed this item on October 11, 2021 and recommended _____.

CEQA Compliance: This action does not constitute a project as defined by the California Environmental Quality Act Guidelines section 15378.

SUMMARY: The District tests the calibration of meters on the ASR and Sleepy Hollow Facilities on an annual schedule. In order to be compliant, the State Water Resources Control Board requires a meter calibration plan to be put into place to keep meters used at the projects within factory specifications. Over the past few years, the District has hired consultants to perform the calibration checks at ASR and Sleepy Hollow. District staff would like to procure a sonic flow meter that would allow staff to bring the task in house. Additionally, the ASR project operates in response to the River flow conditions and the meters totalize in the reverse direction when ASR is injecting water and scheduling consultants on short notice in response to project operations is sometimes tricky.

RECOMMENDATION: The Administrative Committee should recommend that the Board authorize the General Manager to allocate funds up to \$5,000 to purchase a sonic flow meter to support Water Rights and Statement of Use reporting to the State Water Resources Control Board.

BACKGROUND: The District maintains several Water Rights related to its projects. Water Rights 20808 A and C are used to divert water from the Cal-Am Carmel Valley wells during high flows and inject water into the Seaside Groundwater Basin. The District files a Statement of Use under Permit S027340 to use a Riparian Right to divert water to use in the Sleepy Hollow Rearing Facility. In 2017, new reporting requirements were added to the Water Rights and Statement of Use reporting to the State Water Resources Control Board. The new regulations required statements of calibrations for the meters used to measure water used or diverted related to Water Rights and Statements of Use. Over the past few years, the District has hired consultants to use a portable sonic flow meter to test the calibrations of meters at the ASR and Rearing facilities. District staff have completed the necessary training required to perform the calibration in house and is seeking to purchase a sonic flow ammeter to facilitate reporting to the State Water Resources Control Board and avoid using consultants to provide calibration reports. The cost of the meter will be recovered in 5 years in lieu of hiring out the work.

EXHIBITS

None

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ADMINISTRATIVE COMMITTEE

7. CONSIDER RECOMMENDING APPROVAL OF THE WATERMASTER MASTER SERVICE AGREEMENT

Meeting Date:	October 11, 2021	Budgeted:	Yes
From:	David J. Stoldt, General Manager	Program/ Line Item No.:	N/A
Prepared By:	Jonathan Lear	Cost Estimate:	None

General Counsel Approval: N/A

Committee Recommendation: The Administrative Committee reviewed this item on October 11, 2021 and recommended _____.

CEQA Compliance: This action does not constitute a project as defined by the California Environmental Quality Act Guidelines Section 15378.

SUMMARY: On August 9, 2021, the Administrative Committee recommended to the Board to approve the Draft Master Services Agreement between the District and the Watermaster to provide Hydrologic Monitoring and Database Services. The Board approved this item under the Consent Calendar at the August 16, 2021 Board Meeting. District staff transmitted the approved Master Service Agreement to Watermaster staff. At the September 1, 2021 Watermaster Board Meeting, a modified version of the Master Services Agreement was approved on Consent Calendar. District staff was informed by District Counsel that the General Manager could not execute a modified Agreement that was not Board authorized. **Exhibit 7-A** is the Watermaster amended version of the Master Services Agreement for consideration. The new version has been reviewed and approved by the Administrative Services Division and District Counsel.

RECOMMENDATION: Receive the Watermaster Amended Master Services Agreement between MPWMD and the Watermaster for Hydrologic Monitoring and Database Services and recommend approval of agreement to the MPWMD Board.

BACKGROUND: In 2009 to assist the Watermaster in establishing its technical databases and hydrologic monitoring network, the District Board and Watermaster Board entered into a Professional Services Agreement for MPWMD to support the Watermaster. For the past 12 years, the District has provided a number of services including professional analysis, hydrologic monitoring, database services, and report tabulation. Now that the Watermaster has established a larger group of professional consultants, the District's role has changed to support largely the hydrologic data collection and database services. The 2009 Professional Services Agreement was reviewed in 2020 and found to have a number of active cost recovery mechanisms no longer practiced by the District and a new Master Service Agreement was drafted.

EXHIBIT

7-A Amended Watermaster Master Service Agreement

EXHIBIT 7-A

MONTEREY PENINSULA WATER MANAGEMENT DISTRICT

MASTER SERVICES AGREEMENT FOR GROUNDWATER

MONITORING AND DATABASE SERVICES

This Services Agreement (the “Agreement”) sets forth terms under which Monterey Peninsula Water Management District a California Special District (“DISTRICT”) shall provide services to Seaside Groundwater Basin Watermaster, a Monterey County Superior Court Administrative Entity (the “WATERMASTER”). This Agreement is effective as of January 1, 2022 (“Effective Date”).

- 1. Services.** The DISTRICT shall provide groundwater monitoring and database services for purposes of supporting the WATERMASTER’s Monitoring and Maintenance plan (“Services”) as described on one or more Statements of Work signed by the DISTRICT and the WATERMASTER that reference this Agreement (“SOW” or “Statement of Work”). The DISTRICT shall perform groundwater monitoring as outlined in the SOW to collect and enter groundwater data into the WATERMASTER’s database, report data to appropriate parties, and respond to data requests (“Deliverable”) for the WATERMASTER no later than the due date specified (if applicable) in the SOW (“Completion Date”). This due date is subject to change in accordance with the Change Order process defined in the applicable SOW. WATERMASTER shall assist DISTRICT by promptly providing all information requests known or available and relevant to the Services in a timely manner.

DATA FURNISHED BY WATERMASTER

For the purpose of aiding DISTRICT in the performance of its obligations under this Agreement and SOWs issued under it, WATERMASTER shall furnish DISTRICT all relevant data in its possession and shall render all reasonable assistance to DISTRICT in connection with its performance hereunder. WATERMASTER is responsible for the reasonable correctness of data so furnished, but it shall likewise be the responsibility of DISTRICT to apply reasonable caution in its use and interpretation of the data and to promptly advise WATERMASTER of any incorrectness or suspected incorrectness in the data furnished.

WATERMASTER shall provide to DISTRICT in a timely manner all materials, decisions, and direction necessary to the progress of the work and which are basically the prerogative of WATERMASTER, but which DISTRICT is not required to determine or provide under the terms of this Agreement.

RESPONSIBILITIES OF DISTRICT

DISTRICT is employed to render professional service only, and any payments made are compensation solely for such services.

DISTRICT shall be responsible for the professional quality, technical accuracy, timely completion, and the coordination of all data collection, QA/QC, preparation of data tabulation, data requests, and database support.

For all work performed under this Agreement and all SOWs thereto, DISTRICT shall provide to WATERMASTER copies of all plans, drawings, specifications, studies, data tabulation reports, and all other work products and supporting documentation developed in the course of performing the work authorized by this Agreement. The costs for reproducing, assembling, and delivering said copies of these documents to WATERMASTER shall be considered to have been included in the price for performing each SOW, whether or not specifically stated therein. Unless stated otherwise in the SOW the electronic file (e.g., in MS Word, MS Excel, etc.) of each document shall be provided by DISTRICT to WATERMASTER. WATERMASTER shall have the right, and permission of DISTRICT, to use any such document for any purpose WATERMASTER deems appropriate. Use of documents for other than their intended purpose shall be at WATERMASTER's risk. WATERMASTER shall hold DISTRICT harmless from all claims and damages arising out of improper use of said documents.

DISTRICT shall be and remain liable in accordance with applicable law for damages to WATERMASTER caused by DISTRICT's negligent performance of any of the services performed by the DISTRICT under this Agreement. The only exception in this regard will be for errors, omissions or other deficiencies to the extent attributable to WATERMASTER, WATERMASTER-furnished data, or any third party not under the control of DISTRICT. DISTRICT shall not be responsible for any time delays in Services caused by circumstances beyond DISTRICT's control.

DISTRICT shall perform the services hereunder as an independent contractor, and nothing herein contained shall be construed to be inconsistent with this relationship or status. The employees of DISTRICT assigned to Services shall not be deemed to be the employees of WATERMASTER, and WATERMASTER shall have no right to control the physical conduct of DISTRICT employees.

- 2. Contract Price.** For performance of the Services and rendering the Deliverable, WATERMASTER shall pay to DISTRICT all fees due under the applicable SOW.
- 3. Dates of Performance.** DISTRICT will begin performing Services upon receipt of signed Agreement. Unless terminated as provided for in this Agreement, the DISTRICT will complete Services by the Completion Date. Deliverable shall be furnished to WATERMASTER or WATERMASTER's consultants.
- 4. Change in Services.** Either party, at its discretion and from time to time, may request to revise, correct, or modify the work to be performed under a SOW. All such change requests shall be made formally and in writing. Should DISTRICT determine that said changes will result in an increase or decrease in costs to DISTRICT, these costs shall be evaluated by WATERMASTER and DISTRICT for negotiation as to adjustment in the compensation due DISTRICT. Written agreement as to said changes and adjustment in costs shall be reached between the parties prior to commencement of any work that will cause an increase or decrease in DISTRICT's costs.
- 5. Termination.** DISTRICT shall have the right to modify, reject, or terminate any SOW and any related work in process with thirty (30) days written notice to WATERMASTER. In the

event the DISTRICT terminates the SOW prior to completion of Services, the WATERMASTER shall pay the DISTRICT the fees due under the SOW with respect to Services completed as of the date of termination. Upon settlement of funds due to DISTRICT, all WATERMASTER provided materials will be returned to WATERMASTER.

WATERMASTER reserves the right to terminate any SOW to this Agreement at any time prior to the completion of the Services to be furnished by DISTRICT under said SOW by giving thirty (30) days written Notice of Termination to DISTRICT, in which event WATERMASTER shall pay DISTRICT only for work done and direct costs incurred by DISTRICT under said SOW prior to receipt of such Notice of Termination. Such costs will include reasonable costs to bring the work to a halt, and costs to deliver to WATERMASTER the documentation described in the following paragraph. Termination of a particular SOW will not affect any other operative SOW.

Upon receipt of a Notice of Termination, DISTRICT shall (1) promptly discontinue all services affected (unless the notice directs otherwise), and (2) deliver to WATERMASTER all data, drawings, specifications, reports, estimates, summaries, and such other information and materials as may have been accumulated by DISTRICT in performing work under a particular SOW, whether completed or in process.

Upon termination WATERMASTER may take over the work and prosecute the same to completion by agreement with another party or otherwise. Any work taken over by WATERMASTER for completion will be completed at WATERMASTER's risk, and WATERMASTER will hold harmless DISTRICT from all claims and damages arising out of improper use of DISTRICT'S work.

- 6. Payment of Services.** In exchange for DISTRICT'S Services under this Agreement, the Watermaster shall pay DISTRICT the contract price set forth in the SOW. DISTRICT shall invoice WATERMASTER quarterly for work completed during the previous quarter. All invoices shall be due and payable within thirty (30) days of the date of receipt by WATERMASTER, provided all costs included in the invoice are adequately supported by documentation accompanying the invoice. If payment is not made within sixty (60) days of the date of receipt by WATERMASTER, interest on the unpaid balance will accrue beginning with the sixty-first day at the rate of 1.0 percent per month, or the maximum interest rate permitted by law, whichever is the lesser. Such interest shall become due and payable at the time said overdue payment is made.

Time-and-Material Payment Method - WATERMASTER will pay the DISTRICT on a time-and-material basis in accordance with the DISTRICT'S most current Standard Schedule of Compensation. The hourly rates set forth in the Standard Schedule of Compensation shall be inclusive of all direct and indirect salary costs, overhead, fringe benefits, and other costs, and shall reflect the total hourly charge for each listed job category. Other direct non-salary expenses for the performance of work authorized under the Time-and-Material Payment Method shall be all identifiable costs directly chargeable to each SOW including, but not limited to: travel and subsistence expenses; work subcontracted to others; reproduction of plans, specifications, reports and other documents; equipment rental; and, drafting and stenographic supplies used in the work. The chargeable rate for automobile mileage for the work to be performed under this Agreement

shall be stated in the SOW. Direct non-salary expenses shall be compensated for at their actual cost, unless otherwise stated in the SOW, providing they have been authorized in advance by WATERMASTER. A Total Price, which may not be exceeded without WATERMASTER's prior written approval, will be established for each specific SOW.

Projected Cost Overruns Under Time-and-Material Payment Method - If, at any time in the performance of the work of a specific SOW under the Time-and-Material payment method, DISTRICT has reason to believe that the costs which it expects to incur to complete the work of that SOW will exceed the total amount authorized for that SOW, DISTRICT shall notify WATERMASTER in writing to that effect. The notice shall: State the reason(s) why DISTRICT anticipates a cost overrun, state the estimated amount of additional funds beyond the total amount currently authorized that will be required to complete the work authorized by the SOW, and provide recommendations of how the overrun can be avoided.

Penalty for Late Performance - The DISTRICT is not responsible for delays in the schedule caused by events outside DISTRICT's reasonable control. However, in the event DISTRICT fails to properly complete work within thirty (30) days of the Completion Date, because of events within DISTRICT's reasonable control, WATERMASTER shall reduce the total compensation established for the work of that SOW by ten percent (10%). Said reduction shall be deemed liquidated damages for the untimely performance of work required by this Agreement. DISTRICT shall be deemed to have waived any claim for such amount by reason of its failure to perform in a timely fashion.

- 7. Indemnification.** DISTRICT shall indemnify and hold harmless WATERMASTER and its officers, officials, employees and agents from and against all losses, claims, demands, payments, suits, actions, recoveries, and judgments of every nature and description brought or recoverable against it or them by reason of any grossly negligent act, grossly negligent error, or grossly negligent omission of DISTRICT, its agents, or employees for work performed under this Agreement.

WATERMASTER shall indemnify and hold harmless DISTRICT and its officers, officials, employees and agents from and against all losses, claims, demands, payments, suits, actions, recoveries, and judgments of every nature and description brought or recoverable against it or them by reason of any grossly negligent act, grossly negligent error, or grossly negligent omission of WATERMASTER, its agents, or employees for work performed under this Agreement.

- 8. Limitation of Liability.** DISTRICT understands that this Agreement is with WATERMASTER alone, and that none of the members of WATERMASTER are liable for any sums which may be payable hereunder, or for any debts of WATERMASTER.
- 9. Compliance with Laws.** Each party shall perform all of its obligations under this Agreement in compliance at all times with all foreign, federal, state and local statutes, orders and regulations, including those relating to privacy and data protection.
- 10. General.** Neither party may assign this Agreement without the prior written consent of the other party and any attempt to do so will be void. Any notice or consent under this Agreement will be in writing to the addresses specified below. If any part of this Agreement is found to be

in conflict with applicable laws, such part shall be inoperative, null and void insofar as it is in conflict with said laws, but the remainder of the Agreement shall be in full force and effect. Any waivers or amendments shall be effective only if made in writing signed by a representative of the respective parties. Both parties agree that this Agreement is the complete and exclusive statement of the mutual understanding of the parties, and supersedes and cancels all previous written and oral agreements and communications relating to the subject matter of this Agreement. This Agreement is to be signed by a representative from each party duly authorized to bind to Agreement terms and services and no consent from any third party is required.

Both parties hereby reserve the right to amend the provisions of this Agreement from time to time as may be in the best interest of WATERMASTER and DISTRICT. Such amendments, upon written acceptance by DISTRICT and by WATERMASTER, shall become and be considered as part of this Agreement, and all provisions herein shall apply to such amendments.

This Agreement constitutes the entire agreement between the parties relative to the subject matters hereof, and no modifications thereof shall be effective unless and until such modifications are evidenced by written amendments, signed by both parties to this Agreement. There are no understandings, agreements, conditions, representations, warranties, or promises with respect to the subject matter of this Agreement which are not actually contained in this Agreement, except those expressly contained in such written amendments.

Written notice shall be deemed to have been duly served if delivered in person or by mail to the individuals and at the addresses listed below:

A. WATERMASTER: Administrative Officer
Seaside Basin Watermaster
P.O. Box 51502
Pacific Grove CA 93950

B. DISTRICT: General Manager
Monterey Peninsula Water Management District
5 Harris Court, Building G
PO Box 85
Monterey, CA 93942-0085

11. Choice of Law. This Agreement will be deemed to have been made in, and shall be construed pursuant to, the laws of the State of California without regard to conflicts of laws provisions thereof. Any suit or proceeding arising out of or relating to this Agreement shall be commenced in a State court in Monterey County, California and each party irrevocably submits to the jurisdiction and venue of such courts.

12. Remedies. If any legal action is necessary to enforce or interpret the terms or provisions of this Agreement and all amendments thereto, and the respective rights and duties of the parties

hereunder, the prevailing party shall be entitled to reasonable attorneys' fees in addition to any other entitled relief.

13. Insurance. DISTRICT shall procure and maintain for the duration of this Agreement insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by DISTRICT, its agents, representatives, employees or subcontractors.

A. Minimum Scope and Limits of Insurance

DISTRICT shall maintain the types of insurance with limits no less than those set forth below, and having no deductibles, except as noted.

General Liability Insurance: Combined single limit of \$1,000,000 per occurrence and \$2,000,000 annual aggregate for bodily injury, personal injury, and property damage. If Commercial General Liability Insurance or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to this Agreement, or the general aggregate limit shall be twice the required occurrence limit.

Automobile Liability Insurance: \$1,000,000 per accident for bodily injury and property damage.

Employer's Liability Insurance: \$1,000,000 per accident for bodily injury or disease.

Workers' Compensation Insurance: As required by the State of California.

B. Other Insurance Provisions

The general liability and automobile liability policies are to contain, or be endorsed to contain, the following provisions:

1. WATERMASTER, its officers, officials, employees, and volunteers are to be covered as insureds as respects: liability arising out of activities performed by or on behalf of DISTRICT; products and completed operations of DISTRICT; premises owned, occupied or used by DISTRICT; or, automobiles owned, leased, hired or borrowed by DISTRICT. The coverage shall contain no special limitations on the scope of protection afforded to WATERMASTER, its officers, officials and employees.
2. For any claims related to this Agreement, DISTRICT insurance coverage shall be primary insurance as respects WATERMASTER, its officers, officials, employees, and volunteers. Any insurance or self-insurance maintained by WATERMASTER, its officers, officials, employees, or volunteers shall be excess of DISTRICT insurance and shall not contribute with it.

- 3. Any failure to comply with reporting or other provisions of the policies including breaches of warranties shall not affect coverage provided to WATERMASTER, its officers, officials and employees.
- 4. DISTRICT's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.
- 5. Each insurance policy required by this clause shall be endorsed to state that coverage shall not be suspended, voided, canceled by either party, reduced in coverage or in limits except after thirty (30) days' prior written notice by certified mail, return receipt requested, has been given to WATERMASTER.
- 6. Coverage shall not extend to any indemnity coverage for the active negligence of the additional insured in any case where an agreement to indemnify the additional insured would be invalid under Subdivision (b) of Section 2782 of the Civil Code.

C. Verification of Coverage

DISTRICT shall furnish WATERMASTER with Certificates of Insurance effecting coverage required by this section. All Certificates of Insurance are to be received by WATERMASTER before work commences.

[Signature Page Follows]

Accepted and agreed to as of the Effective Date by the authorized representative of each party:

WATERMASTER

Signature: 

Print Name: Paul Bruno

Print Title: Board Chairman

Date: [09/02/2021]

DISTRICT

Signature: _____

Print Name:

Print Title:

Date:

**MONTEREY PENINSULA WATER MANAGEMENT DISTRICT
TREASURER'S REPORT FOR JULY 2021**

<u>Description</u>	<u>Checking</u>	<u>MPWMD Money Market</u>	<u>L.A.I.F.</u>	<u>Multi-Bank Securities</u>	<u>MPWME Total</u>	<u>PB Reclamation Money Market</u>
Beginning Balance	(\$808,834.99)	\$4,490,922.71	\$10,618,773.28	\$3,141,321.73	\$17,442,182.73	\$852,809.27
Fee Deposits		1,919,183.79			1,919,183.79	1,256,277.37
MoCo Tax & WS Chg Installment Pymt					0.00	
Interest Received			8,669.92	9,060.01	17,729.93	
Transfer - Checking/LAIF					0.00	
Transfer - Money Market/LAIF					0.00	
Transfer - Money Market/Checking	3,000,000.00	(3,000,000.00)			0.00	
Transfer - Money Market/Multi-Bank		(250,006.85)		250,006.85	0.00	
Transfer to CAWD					0.00	(1,000,000.00)
Voided Checks					0.00	
Bank Corrections/Reversals/Errors					0.00	
Bank Charges/Other	(1,118.48)				(1,118.48)	
Credit Card Fees	(1,262.67)				(1,262.67)	
Returned Deposits	-	(378.00)			(378.00)	
Payroll Tax/Benefit Deposits	(598,421.51)				(598,421.51)	
Payroll Checks/Direct Deposits	(211,088.36)				(211,088.36)	
General Checks	(843,425.13)				(843,425.13)	
Bank Draft Payments	(15,595.64)				(15,595.64)	
Ending Balance	\$520,253.22	\$3,159,721.65	\$10,627,443.20	\$3,400,388.59	\$17,707,806.66	\$1,109,086.64

Check Report

By Check Number

Date Range: 07/01/2021 - 07/31/2021



Monterey Peninsula Water Management Dist

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: APBNK -Bank of America Checking						
Payment Type: Regular						
00249	A.G. Davi, LTD	07/02/2021	Regular	0.00	395.00	39533
00763	ACWA-JPIA	07/02/2021	Regular	0.00	323.36	39534
00263	Arlene Tavani	07/02/2021	Regular	0.00	1,031.00	39535
00224	City of Monterey	07/02/2021	Regular	0.00	2,269.26	39536
12655	Graphicsmiths	07/02/2021	Regular	0.00	99.60	39537
00993	Harris Court Business Park	07/02/2021	Regular	0.00	721.26	39538
00986	Henrietta Stern	07/02/2021	Regular	0.00	1,332.00	39539
03857	Joe Oliver	07/02/2021	Regular	0.00	1,332.00	39540
05829	Mark Bekker	07/02/2021	Regular	0.00	1,176.00	39541
01012	Mark Dudley	07/02/2021	Regular	0.00	540.00	39542
00242	MBAS	07/02/2021	Regular	0.00	7,955.00	39543
00154	Peninsula Messenger Service	07/02/2021	Regular	0.00	480.00	39544
00262	Pure H2O	07/02/2021	Regular	0.00	65.54	39545
00251	Rick Dickhaut	07/02/2021	Regular	0.00	616.00	39546
00987	SDRMA - Prop & Liability Pkg	07/02/2021	Regular	0.00	133,834.74	39547
00988	SDRMA - Workers Comp. Insurance	07/02/2021	Regular	0.00	59,146.22	39548
00176	Sentry Alarm Systems	07/02/2021	Regular	0.00	185.50	39549
08105	Yolanda Munoz	07/02/2021	Regular	0.00	540.00	39550
00253	AT&T	07/09/2021	Regular	0.00	876.64	39552
00252	Cal-Am Water	07/09/2021	Regular	0.00	155.07	39553
04717	Inder Osahan	07/09/2021	Regular	0.00	1,332.00	39554
05830	Larry Hampson	07/09/2021	Regular	0.00	843.20	39555
00242	MBAS	07/09/2021	Regular	0.00	155.00	39556
00278	Monterey Tire Service	07/09/2021	Regular	0.00	25.73	39557
13396	Navia Benefit Solutions, Inc.	07/09/2021	Regular	0.00	715.42	39558
00036	Parham Living Trust	07/09/2021	Regular	0.00	850.00	39559
00755	Peninsula Welding Supply, Inc.	07/09/2021	Regular	0.00	64.50	39560
00159	Pueblo Water Resources, Inc.	07/09/2021	Regular	0.00	22,195.00	39561
17968	Rutan & Tucker, LLP	07/09/2021	Regular	0.00	4,125.00	39562
14676	Scardina Builders	07/09/2021	Regular	0.00	5,930.12	39563
04709	Sherron Forsgren	07/09/2021	Regular	0.00	961.19	39564
17965	The Maynard Group	07/09/2021	Regular	0.00	1,529.21	39565
00271	UPEC, Local 792	07/09/2021	Regular	0.00	997.50	39566
20230	Zoom Video Communications Inc	07/09/2021	Regular	0.00	448.69	39567
	Void	07/15/2021	Regular	0.00	0.00	39568
	Void	07/15/2021	Regular	0.00	0.00	39569
05370	California Secretary of State	07/15/2021	Regular	0.00	40.00	39570
04350	California Special Districts Assoc.	07/15/2021	Regular	0.00	525.00	39571
12601	Carmel Valley Ace Hardware	07/15/2021	Regular	0.00	77.54	39572
18734	DeVeera Inc.	07/15/2021	Regular	0.00	2,336.58	39573
00072	Goodin, MacBride, Squeri & Day, LLP	07/15/2021	Regular	0.00	5,335.00	39574
12655	Graphicsmiths	07/15/2021	Regular	0.00	39.60	39575
00235	Green Rubber- Kennedy AG	07/15/2021	Regular	0.00	198.71	39576
00986	Henrietta Stern	07/15/2021	Regular	0.00	1,332.00	39577
00277	Home Depot Credit Services	07/15/2021	Regular	0.00	129.94	39578
20296	Integrated Aqua Systems, Inc.	07/15/2021	Regular	0.00	62,025.08	39579
03857	Joe Oliver	07/15/2021	Regular	0.00	1,332.00	39580
00094	John Arriaga	07/15/2021	Regular	0.00	3,200.00	39581
00222	M.J. Murphy	07/15/2021	Regular	0.00	461.34	39582
00118	Monterey Bay Carpet & Janitorial Svc	07/15/2021	Regular	0.00	1,260.00	39583
00275	Monterey County Herald	07/15/2021	Regular	0.00	226.94	39584
06746	POSTMASTER	07/15/2021	Regular	0.00	245.00	39585
13430	Premiere Global Services	07/15/2021	Regular	0.00	24.33	39586

Check Report

Date Range: 07/01/2021 - 07/31/2021

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
00228	Ryan Ranch Printers	07/15/2021	Regular	0.00	688.12	39587
03979	Special Districts Association of Monterey County	07/15/2021	Regular	0.00	40.00	39588
03979	Special Districts Association of Monterey County	07/15/2021	Regular	0.00	40.00	39589
03973	Stephanie Kister	07/15/2021	Regular	0.00	268.00	39590
09425	The Ferguson Group LLC	07/15/2021	Regular	0.00	16,084.31	39591
04707	VertiGIS	07/15/2021	Regular	0.00	5,305.00	39592
01188	Alhambra	07/15/2021	Regular	0.00	150.48	39593
05370	California Secretary of State	07/15/2021	Regular	0.00	40.00	39594
00763	ACWA-JPIA	07/22/2021	Regular	0.00	323.36	39595
00760	Andy Bell	07/22/2021	Regular	0.00	1,294.00	39596
00263	Arlene Tavani	07/22/2021	Regular	0.00	1,031.00	39597
03968	Central Coast Fly Fishing	07/22/2021	Regular	0.00	262.91	39598
00281	CoreLogic Information Solutions, Inc.	07/22/2021	Regular	0.00	1,357.85	39599
11822	CSC	07/22/2021	Regular	0.00	5,000.00	39600
00046	De Lay & Laredo	07/22/2021	Regular	0.00	23,306.00	39601
18734	DeVeera Inc.	07/22/2021	Regular	0.00	5,582.40	39602
00192	Extra Space Storage	07/22/2021	Regular	0.00	973.00	39603
12655	Graphicsmiths	07/22/2021	Regular	0.00	518.80	39604
05829	Mark Bekker	07/22/2021	Regular	0.00	1,176.00	39605
01012	Mark Dudley	07/22/2021	Regular	0.00	540.00	39606
00242	MBAS	07/22/2021	Regular	0.00	1,380.00	39607
13394	Regional Government Services	07/22/2021	Regular	0.00	1,672.00	39608
00176	Sentry Alarm Systems	07/22/2021	Regular	0.00	309.25	39609
04719	Telit Io T Platforms, LLC	07/22/2021	Regular	0.00	1,294.07	39610
04359	The Carmel Pine Cone	07/22/2021	Regular	0.00	1,275.00	39611
00225	Trowbridge Enterprises Inc.	07/22/2021	Regular	0.00	500.33	39612
00269	U.S. Bank	07/22/2021	Regular	0.00	6,566.84	39613
	Void	07/22/2021	Regular	0.00	0.00	39614
08105	Yolanda Munoz	07/22/2021	Regular	0.00	540.00	39615
05368	Zim Industries, Inc.	07/22/2021	Regular	0.00	100,963.39	39616
00010	Access Monterey Peninsula	07/29/2021	Regular	0.00	875.00	39617
00767	AFLAC	07/29/2021	Regular	0.00	1,008.58	39618
03968	Central Coast Fly Fishing	07/29/2021	Regular	0.00	612.93	39619
04041	Cynthia Schmidlin	07/29/2021	Regular	0.00	905.43	39620
06001	Cypress Coast Ford	07/29/2021	Regular	0.00	62.97	39621
00993	Harris Court Business Park	07/29/2021	Regular	0.00	721.26	39622
00277	Home Depot Credit Services	07/29/2021	Regular	0.00	22.65	39623
04717	Inder Osahan	07/29/2021	Regular	0.00	1,332.00	39624
00222	M.J. Murphy	07/29/2021	Regular	0.00	202.52	39625
19448	Monroe Stone Insurance Solutions, Inc.	07/29/2021	Regular	0.00	32.50	39626
00274	Monterey One Water	07/29/2021	Regular	0.00	288,288.96	39627
13396	Navia Benefit Solutions, Inc.	07/29/2021	Regular	0.00	715.42	39628
00159	Pueblo Water Resources, Inc.	07/29/2021	Regular	0.00	8,797.28	39629
00251	Rick Dickhaut	07/29/2021	Regular	0.00	616.00	39630
00024	Three Amigos Pest Control DBA Central Coast Exte	07/29/2021	Regular	0.00	104.00	39631
18737	U.S. Bank Equipment Finance	07/29/2021	Regular	0.00	871.81	39632
19701	Weston Solutions, Inc.	07/29/2021	Regular	0.00	890.85	39633
Total Regular:				0.00	816,578.08	

Check Report

Date Range: 07/01/2021 - 07/31/2021

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payment Type: Bank Draft						
00266	I.R.S.	07/02/2021	Bank Draft	0.00	12,432.67	DFT0001997
00266	I.R.S.	07/02/2021	Bank Draft	0.00	2,645.86	DFT0001998
00267	Employment Development Dept.	07/02/2021	Bank Draft	0.00	5,073.99	DFT0001999
00266	I.R.S.	07/02/2021	Bank Draft	0.00	538.36	DFT0002000
00266	I.R.S.	07/02/2021	Bank Draft	0.00	19.39	DFT0002005
00266	I.R.S.	07/02/2021	Bank Draft	0.00	62.64	DFT0002006
00266	I.R.S.	07/02/2021	Bank Draft	0.00	267.84	DFT0002007
00282	PG&E	07/09/2021	Bank Draft	0.00	102.15	DFT0002014
00282	PG&E	07/09/2021	Bank Draft	0.00	12.40	DFT0002015
18163	Wex Bank	07/09/2021	Bank Draft	0.00	1,318.88	DFT0002016
00266	I.R.S.	07/16/2021	Bank Draft	0.00	17,332.60	DFT0002018
00266	I.R.S.	07/16/2021	Bank Draft	0.00	3,043.78	DFT0002019
00267	Employment Development Dept.	07/16/2021	Bank Draft	0.00	6,923.77	DFT0002020
00266	I.R.S.	07/16/2021	Bank Draft	0.00	661.50	DFT0002021
06268	Comcast	07/15/2021	Bank Draft	0.00	474.41	DFT0002022
00282	PG&E	07/15/2021	Bank Draft	0.00	25.43	DFT0002023
00282	PG&E	07/22/2021	Bank Draft	0.00	17.03	DFT0002024
00221	Verizon Wireless	07/22/2021	Bank Draft	0.00	1,370.18	DFT0002025
00256	PERS Retirement	07/22/2021	Bank Draft	0.00	459,051.60	DFT0002026
00256	PERS Retirement	07/08/2021	Bank Draft	0.00	15,978.50	DFT0002027
00768	ICMA	07/02/2021	Bank Draft	0.00	3,851.59	DFT0002028
00769	Laborers Trust Fund of Northern CA	07/15/2021	Bank Draft	0.00	28,138.00	DFT0002029
00266	I.R.S.	07/30/2021	Bank Draft	0.00	13,438.99	DFT0002030
00266	I.R.S.	07/30/2021	Bank Draft	0.00	2,801.80	DFT0002031
00267	Employment Development Dept.	07/30/2021	Bank Draft	0.00	5,522.48	DFT0002032
00266	I.R.S.	07/30/2021	Bank Draft	0.00	650.80	DFT0002033
00282	PG&E	07/29/2021	Bank Draft	0.00	1,844.80	DFT0002034
00282	PG&E	07/29/2021	Bank Draft	0.00	10,049.03	DFT0002035
18163	Wex Bank	07/29/2021	Bank Draft	0.00	381.33	DFT0002036
00256	PERS Retirement	07/22/2021	Bank Draft	0.00	16,133.76	DFT0002039
00768	ICMA	07/30/2021	Bank Draft	0.00	3,851.59	DFT0002051
Total Bank Draft:				0.00	614,017.15	

Payment Type	Bank Code APBNK		Summary	
	Payable Count	Payment Count	Discount	Payment
Regular Checks	141	97	0.00	816,578.08
Manual Checks	0	0	0.00	0.00
Voided Checks	0	3	0.00	0.00
Bank Drafts	43	31	0.00	614,017.15
EFT's	0	0	0.00	0.00
	184	131	0.00	1,430,595.23

Check Report

Date Range: 07/01/2021 - 07/31/2021

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: REBATES-02-Rebates: Use Only For Rebates						
Payment Type: Regular						
21392	Adrian Lopez	07/29/2021	Regular	0.00	500.00	39634
21450	AJ Bunuan	07/29/2021	Regular	0.00	75.00	39635
21390	Albert Doornik	07/29/2021	Regular	0.00	500.00	39636
21389	Alison Gomon	07/29/2021	Regular	0.00	25.00	39637
21422	Allison Clark	07/29/2021	Regular	0.00	500.00	39638
21425	Amy Miller	07/29/2021	Regular	0.00	500.00	39639
21396	Ana Oxford	07/29/2021	Regular	0.00	500.00	39640
21423	Andrea Mobley	07/29/2021	Regular	0.00	500.00	39641
21437	Anita Freel	07/29/2021	Regular	0.00	125.00	39642
21398	Blake Edwards	07/29/2021	Regular	0.00	500.00	39643
21397	Brennan Tiffany	07/29/2021	Regular	0.00	500.00	39644
21426	Cathy Weidemann	07/29/2021	Regular	0.00	500.00	39645
21414	Charles Delahay	07/29/2021	Regular	0.00	500.00	39646
21454	Dan Linehan	07/29/2021	Regular	0.00	125.00	39647
21431	Dan Nohrden	07/29/2021	Regular	0.00	500.00	39648
21391	Daniel Simoes Ferry	07/29/2021	Regular	0.00	500.00	39649
21412	Daniel Tyndall	07/29/2021	Regular	0.00	500.00	39650
21443	Earl Meyers	07/29/2021	Regular	0.00	150.00	39651
21399	Ed Gasper	07/29/2021	Regular	0.00	500.00	39652
21409	Elias Adamopoulos	07/29/2021	Regular	0.00	700.00	39653
21434	Eugene Hayden	07/29/2021	Regular	0.00	500.00	39654
21455	Fumiko Imai	07/29/2021	Regular	0.00	125.00	39655
21449	Guillermina Cedillo	07/29/2021	Regular	0.00	225.00	39656
19872	Jack Lagier	07/29/2021	Regular	0.00	75.00	39657
21427	James Doyle	07/29/2021	Regular	0.00	500.00	39658
21400	Jeremy Sousa	07/29/2021	Regular	0.00	500.00	39659
21439	Julie Dufault	07/29/2021	Regular	0.00	125.00	39660
20706	Karen Wood	07/29/2021	Regular	0.00	350.00	39661
21419	Kim Spindler Wright	07/29/2021	Regular	0.00	500.00	39662
21430	Laron Johnson	07/29/2021	Regular	0.00	500.00	39663
21402	Lindsay Bradley	07/29/2021	Regular	0.00	750.00	39664
21433	Lori Grant	07/29/2021	Regular	0.00	500.00	39665
21448	Lucille M Zimmer	07/29/2021	Regular	0.00	75.00	39666
21445	Lynn Swanson	07/29/2021	Regular	0.00	75.00	39667
21421	Mary Ellen Eglington	07/29/2021	Regular	0.00	500.00	39668
21452	Melissa McCluskey	07/29/2021	Regular	0.00	75.00	39669
21407	Michael Rolfe	07/29/2021	Regular	0.00	500.00	39670
21451	Michael Seltzer	07/29/2021	Regular	0.00	150.00	39671
21446	Miguel Munoz	07/29/2021	Regular	0.00	75.00	39672
21401	Miller Steel	07/29/2021	Regular	0.00	750.00	39673
21435	Nancy Devine	07/29/2021	Regular	0.00	125.00	39674
21415	Nancy Rund	07/29/2021	Regular	0.00	500.00	39675
21393	Noe Hinojosa	07/29/2021	Regular	0.00	500.00	39676
21403	Paul Gutierrez	07/29/2021	Regular	0.00	500.00	39677
21440	Ralph Zotovich	07/29/2021	Regular	0.00	122.05	39678
21428	Richard E. Saunders	07/29/2021	Regular	0.00	500.00	39679
21424	Richard Platt	07/29/2021	Regular	0.00	500.00	39680
21441	Richard Riedl	07/29/2021	Regular	0.00	75.00	39681
21436	Robert Brayer	07/29/2021	Regular	0.00	325.00	39682
21416	Robert Murphy	07/29/2021	Regular	0.00	500.00	39683
21420	Robert R. Hylton	07/29/2021	Regular	0.00	500.00	39684
21442	Robert Walker	07/29/2021	Regular	0.00	225.00	39685
21411	Roberto Lopez Cruz	07/29/2021	Regular	0.00	500.00	39686
21408	Sandra Button	07/29/2021	Regular	0.00	500.00	39687
21453	Sandra Cass Carnazzo	07/29/2021	Regular	0.00	75.00	39688
21406	Scott Gordon	07/29/2021	Regular	0.00	500.00	39689
21395	Sharen Stoner	07/29/2021	Regular	0.00	500.00	39690
21404	Sharon Kutis	07/29/2021	Regular	0.00	500.00	39691
21410	Sharron Douglas	07/29/2021	Regular	0.00	500.00	39692

Check Report

Date Range: 07/01/2021 - 07/31/2021

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
21418	Steven Benoit	07/29/2021	Regular	0.00	500.00	39693
21405	Sue F Freeman Trust	07/29/2021	Regular	0.00	500.00	39694
21432	Susan Tapson	07/29/2021	Regular	0.00	500.00	39695
21417	Suzanne Battaglia	07/29/2021	Regular	0.00	500.00	39696
21447	Thoedore Kiet	07/29/2021	Regular	0.00	75.00	39697
21413	Thomas Moore	07/29/2021	Regular	0.00	500.00	39698
21438	Timi O'Malley	07/29/2021	Regular	0.00	125.00	39699
20225	Timothy Cadigan	07/29/2021	Regular	0.00	500.00	39700
21394	Tom Bonigut	07/29/2021	Regular	0.00	500.00	39701
21444	Vida Anello	07/29/2021	Regular	0.00	150.00	39702
21429	William Little	07/29/2021	Regular	0.00	500.00	39703
Total Regular:				0.00	26,847.05	

Bank Code REBATES-02 Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	70	70	0.00	26,847.05
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	70	70	0.00	26,847.05

All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	211	167	0.00	843,425.13
Manual Checks	0	0	0.00	0.00
Voided Checks	0	3	0.00	0.00
Bank Drafts	43	31	0.00	614,017.15
EFT's	0	0	0.00	0.00
	254	201	0.00	1,457,442.28

Fund Summary

Fund	Name	Period	Amount
99	POOL CASH FUND	7/2021	1,457,442.28
			1,457,442.28

EXHIBIT 8-C**Payroll Bank Transaction Report**

Monterey Peninsula Water Management Dist

By Payment Number

Date: 7/1/2021 - 7/31/2021

Payroll Set: 01 - Monterey Peninsula Water Management District

Payment Number	Payment Date	Payment Type	Employee Number	Employee Name	Check Amount	Direct Deposit Amount	Total Payment
5877	07/02/2021	Regular	1077	Pablo, Joel G	0.00	1,993.54	1,993.54
5878	07/02/2021	Regular	1024	Stoldt, David J	0.00	6,017.64	6,017.64
5879	07/02/2021	Regular	6075	Tavani, Arlene	0.00	93.67	93.67
5880	07/02/2021	Regular	1044	Bennett, Corryn D	0.00	1,928.86	1,928.86
5881	07/02/2021	Regular	1078	Mossbacher, Simona F	0.00	1,705.14	1,705.14
5882	07/02/2021	Regular	1018	Prasad, Suresh	0.00	4,067.78	4,067.78
5883	07/02/2021	Regular	1019	Reyes, Sara C	0.00	1,868.67	1,868.67
5884	07/02/2021	Regular	1042	Hamilton, Maureen C.	0.00	3,297.82	3,297.82
5885	07/02/2021	Regular	6063	Hampson, Larry M	0.00	1,261.75	1,261.75
5886	07/02/2021	Regular	1009	James, Gregory W	0.00	3,274.90	3,274.90
5887	07/02/2021	Regular	1011	Lear, Jonathan P	0.00	4,234.60	4,234.60
5888	07/02/2021	Regular	1012	Lindberg, Thomas L	0.00	2,671.07	2,671.07
5889	07/02/2021	Regular	1045	Atkins, Daniel N	0.00	2,013.04	2,013.04
5890	07/02/2021	Regular	1004	Chaney, Beverly M	0.00	2,672.45	2,672.45
5891	07/02/2021	Regular	6042	Chaney, Spencer L	0.00	365.25	365.25
5892	07/02/2021	Regular	1005	Christensen, Thomas T	0.00	3,693.21	3,693.21
5893	07/02/2021	Regular	6071	Foster, Ivie M	0.00	564.29	564.29
5894	07/02/2021	Regular	1079	Gallagher, Riley M	0.00	1,589.77	1,589.77
5895	07/02/2021	Regular	1007	Hamilton, Cory R	0.00	2,377.99	2,377.99
5896	07/02/2021	Regular	1048	Lumas, Eric M	0.00	1,865.39	1,865.39
5897	07/02/2021	Regular	6077	Roberts, Mallory N	0.00	652.96	652.96
5898	07/02/2021	Regular	6076	Smith-Miller, Maret H	0.00	834.03	834.03
5899	07/02/2021	Regular	1001	Bravo, Gabriela D	0.00	2,611.53	2,611.53
5900	07/02/2021	Regular	1076	Jakic, Tricia	0.00	2,305.55	2,305.55
5901	07/02/2021	Regular	1010	Kister, Stephanie L	0.00	2,588.40	2,588.40
5902	07/02/2021	Regular	1017	Locke, Stephanie L	0.00	3,489.92	3,489.92
5903	07/02/2021	Regular	1040	Smith, Kyle	0.00	2,394.33	2,394.33
5904	07/02/2021	Regular	1047	Timmer, Christopher	0.00	2,290.61	2,290.61
5905	07/02/2021	Regular	7015	Adams, Mary L	0.00	237.53	237.53
5906	07/02/2021	Regular	7020	Anderson, Amy E	0.00	498.69	498.69
5907	07/02/2021	Regular	7021	Malek, Safwat	0.00	374.02	374.02
5908	07/02/2021	Regular	7019	Paull, Karen P	0.00	374.02	374.02
5909	07/02/2021	Regular	7018	Riley, George T	0.00	124.67	124.67
5910	07/16/2021	Regular	1077	Pablo, Joel G	0.00	2,097.70	2,097.70
5911	07/16/2021	Regular	1024	Stoldt, David J	0.00	10,944.34	10,944.34
5912	07/16/2021	Regular	6075	Tavani, Arlene	0.00	187.33	187.33
5913	07/16/2021	Regular	1044	Bennett, Corryn D	0.00	2,246.37	2,246.37
5914	07/16/2021	Regular	1078	Mossbacher, Simona F	0.00	1,821.08	1,821.08
5915	07/16/2021	Regular	1018	Prasad, Suresh	0.00	4,546.42	4,546.42
5916	07/16/2021	Regular	1019	Reyes, Sara C	0.00	2,210.35	2,210.35
5917	07/16/2021	Regular	1042	Hamilton, Maureen C.	0.00	3,552.20	3,552.20
5918	07/16/2021	Regular	6063	Hampson, Larry M	0.00	1,858.50	1,858.50
5919	07/16/2021	Regular	1009	James, Gregory W	0.00	3,381.01	3,381.01
5920	07/16/2021	Regular	1011	Lear, Jonathan P	0.00	4,399.27	4,399.27
5921	07/16/2021	Regular	1012	Lindberg, Thomas L	0.00	2,962.21	2,962.21
5922	07/16/2021	Regular	1045	Atkins, Daniel N	0.00	2,143.37	2,143.37
5923	07/16/2021	Regular	1004	Chaney, Beverly M	0.00	3,014.02	3,014.02
5924	07/16/2021	Regular	6042	Chaney, Spencer L	0.00	991.86	991.86
5925	07/16/2021	Regular	1005	Christensen, Thomas T	0.00	4,032.36	4,032.36
5926	07/16/2021	Regular	1079	Gallagher, Riley M	0.00	2,192.21	2,192.21
5927	07/16/2021	Regular	1007	Hamilton, Cory R	0.00	2,709.62	2,709.62
5928	07/16/2021	Regular	1048	Lumas, Eric M	0.00	1,976.67	1,976.67
5929	07/16/2021	Regular	6077	Roberts, Mallory N	0.00	700.25	700.25
5930	07/16/2021	Regular	6076	Smith-Miller, Maret H	0.00	717.98	717.98
5931	07/16/2021	Regular	1001	Bravo, Gabriela D	0.00	3,141.34	3,141.34
5932	07/16/2021	Regular	1076	Jakic, Tricia	0.00	2,665.73	2,665.73
5933	07/16/2021	Regular	1010	Kister, Stephanie L	0.00	2,955.67	2,955.67

Payment Number	EXHIBIT 8-B		Employee		Check Amount	Direct Deposit	Total Payment
	Payment Date	Payment Type	Number	Employee Name		Amount	
5934	07/16/2021	Regular	1017	Locke, Stephanie L	0.00	3,761.88	3,761.88
5935	07/16/2021	Regular	1040	Smith, Kyle	0.00	2,488.53	2,488.53
5936	07/16/2021	Regular	1047	Timmer, Christopher	0.00	2,382.41	2,382.41
5937	07/30/2021	Regular	1077	Pablo, Joel G	0.00	2,042.90	2,042.90
5938	07/30/2021	Regular	1024	Stoldt, David J	0.00	6,017.65	6,017.65
5939	07/30/2021	Regular	6075	Tavani, Arlene	0.00	206.07	206.07
5940	07/30/2021	Regular	1044	Bennett, Corryn D	0.00	1,993.12	1,993.12
5941	07/30/2021	Regular	1078	Mossbacher, Simona F	0.00	1,750.44	1,750.44
5942	07/30/2021	Regular	1018	Prasad, Suresh	0.00	4,190.83	4,190.83
5943	07/30/2021	Regular	1019	Reyes, Sara C	0.00	1,929.71	1,929.71
5944	07/30/2021	Regular	1042	Hamilton, Maureen C.	0.00	3,391.60	3,391.60
5945	07/30/2021	Regular	6063	Hampson, Larry M	0.00	1,578.26	1,578.26
5946	07/30/2021	Regular	1009	James, Gregory W	0.00	3,354.39	3,354.39
5947	07/30/2021	Regular	1011	Lear, Jonathan P	0.00	4,347.06	4,347.06
5948	07/30/2021	Regular	1012	Lindberg, Thomas L	0.00	2,746.21	2,746.21
5949	07/30/2021	Regular	1045	Atkins, Daniel N	0.00	2,064.80	2,064.80
5950	07/30/2021	Regular	1004	Chaney, Beverly M	0.00	2,756.39	2,756.39
5951	07/30/2021	Regular	6042	Chaney, Spencer L	0.00	1,322.88	1,322.88
5952	07/30/2021	Regular	1005	Christensen, Thomas T	0.00	3,790.17	3,790.17
5953	07/30/2021	Regular	1079	Gallagher, Riley M	0.00	1,645.36	1,645.36
5954	07/30/2021	Regular	1007	Hamilton, Cory R	0.00	2,446.62	2,446.62
5955	07/30/2021	Regular	1048	Lumas, Eric M	0.00	1,914.53	1,914.53
5956	07/30/2021	Regular	6077	Roberts, Mallory N	0.00	312.84	312.84
5957	07/30/2021	Regular	6076	Smith-Miller, Maret H	0.00	956.24	956.24
5958	07/30/2021	Regular	1001	Bravo, Gabriela D	0.00	2,695.44	2,695.44
5959	07/30/2021	Regular	1076	Jakic, Tricia	0.00	3,062.94	3,062.94
5960	07/30/2021	Regular	1010	Kister, Stephanie L	0.00	2,672.32	2,672.32
5961	07/30/2021	Regular	1017	Locke, Stephanie L	0.00	3,586.08	3,586.08
5962	07/30/2021	Regular	1040	Smith, Kyle	0.00	3,182.68	3,182.68
5963	07/30/2021	Regular	1047	Timmer, Christopher	0.00	2,350.62	2,350.62
39551	07/02/2021	Regular	7009	Edwards, Alvin	366.44	0.00	366.44
Total:					366.44	210,721.92	211,088.36



MONTEREY PENINSULA WATER MANAGEMENT DISTRICT
STATEMENT OF REVENUES AND EXPENDITURES
FOR THE MONTH JULY 31, 2021

	Mitigation	Conservation	Water Supply	Current Period Activity	FY 2021/2022 Year-to-Date Actual	FY 2021/2022 Annual Budget	Prior FY Year-to-Date Actual
REVENUES							
Property taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,200,000	\$ -
Water supply charge			-	-	-	3,400,000	-
User fees	-	-	-	-	-	5,000,000	-
Mitigation revenue	-			-	-	-	-
PWM Water Sales			393,120	393,120	393,120	9,828,000	-
Capacity fees			64,368	64,368	64,368	400,000	21,667
Permit fees	-	17,859		17,859	17,859	198,000	15,686
Investment income	6,800	6,656	4,267	17,723	17,723	130,000	(77,331)
Miscellaneous	17	11	14	42	42	15,000	895
Sub-total district revenues	6,818	24,526	461,770	493,113	493,113	21,171,000	(39,082)
Project reimbursements	-	43,118	-	43,118	43,118	1,802,100	21,850
Legal fee reimbursements		450		450	450	16,000	-
Grants	-	-	-	-	-	2,335,200	-
Recording fees		4,510		4,510	4,510	10,400	3,520
Sub-total reimbursements	-	48,078	-	48,078	48,078	4,163,700	25,370
From Reserves	-	-	-	-	-	4,269,000	-
Total revenues	6,818	72,604	461,770	541,191	541,191	29,603,700	(13,712)
EXPENDITURES							
Personnel:							
Salaries	62,213	39,477	71,311	173,001	173,001	2,611,200	177,679
Retirement	168,294	109,459	195,477	473,230	473,230	707,100	419,561
Unemployment Compensation	-	-	-	-	-	12,000	4,759
Auto Allowance	78	78	235	392	392	6,000	416
Deferred Compensation	129	129	386	643	643	10,000	644
Temporary Personnel	-	-	-	-	-	50,000	-
Workers Comp. Ins.	2,829	221	1,668	4,717	4,717	66,800	5,031
Employee Insurance	10,324	6,410	8,894	25,629	25,629	506,900	38,251
Medicare & FICA Taxes	1,488	671	1,153	3,312	3,312	43,600	4,673
Personnel Recruitment	-	-	-	-	-	3,000	-
Other benefits	40	26	34	100	100	2,000	100
Staff Development	410	137	179	725	725	32,800	-
Sub-total personnel costs	245,806	156,608	279,337	681,751	681,751	4,051,400	651,114
Services & Supplies:							
Board Member Comp	1,247	1,247	1,285	3,780	3,780	34,000	3,915
Board Expenses	138	90	118	346	346	8,000	266
Rent	1,012	253	953	2,218	2,218	24,200	2,130
Utilities	1,119	698	939	2,756	2,756	33,200	2,392
Telephone	1,538	1,135	992	3,665	3,665	50,000	4,745
Facility Maintenance	1,548	1,000	1,299	3,848	3,848	56,600	413
Bank Charges	954	620	799	2,373	2,373	15,000	1,280
Office Supplies	395	305	324	1,024	1,024	19,000	505
Courier Expense	192	164	125	481	481	6,000	254
Postage & Shipping	116	95	79	290	290	5,900	240
Equipment Lease	357	227	288	872	872	23,000	1,271
Equip. Repairs & Maintenance	-	-	-	-	-	7,000	-
Photocopy Expense				-	-		
Printing/Duplicating/Binding	-	-	-	-	-	500	-
IT Supplies/Services	6,761	4,395	5,747	16,904	16,904	231,000	18,770
Operating Supplies	686	1,907	232	2,825	2,825	16,700	29
Legal Services	6,274	4,266	12,559	23,099	23,099	400,000	31,052



MONTEREY PENINSULA WATER MANAGEMENT DISTRICT
 STATEMENT OF REVENUES AND EXPENDITURES
 FOR THE MONTH JULY 31, 2021

	<u>Mitigation</u>	<u>Conservation</u>	<u>Water Supply</u>	<u>Current Period Activity</u>	<u>FY 2021/2022 Year-to-Date Actual</u>	<u>FY 2021/2022 Annual Budget</u>	<u>Prior FY Year-to-Date Actual</u>
Professional Fees	5,401	3,508	4,583	13,492	13,492	455,000	16,445
Transportation	1,500	257	191	1,948	1,948	30,000	1,142
Travel	-	-	-	-	-	19,600	57
Meeting Expenses	350	228	298	875	875	16,600	1,750
Insurance	4,461	2,900	3,792	11,153	11,153	134,000	8,023
Legal Notices	-	-	-	-	-	3,100	-
Membership Dues	-	-	-	-	-	35,400	1,691
Public Outreach	-	-	-	-	-	2,600	-
Assessors Administration Fee	-	-	-	-	-	30,000	-
Miscellaneous	-	-	-	-	-	3,100	-
Sub-total services & supplies costs	34,051	23,296	34,601	91,948	91,948	1,659,500	96,370
Project expenditures	23,997	70,717	981,524	1,076,238	1,076,238	21,755,000	1,044,694
Fixed assets	-	-	-	-	-	298,500	4,199
Contingencies	-	-	-	-	-	70,000	-
Election costs	-	-	-	-	-	-	-
Debt service: Principal	-	-	-	-	-	-	-
Debt service: Interest	-	-	-	-	-	230,000	-
Flood drought reserve	-	-	-	-	-	-	-
Capital equipment reserve	-	-	-	-	-	339,300	-
General fund balance	-	-	-	-	-	500,000	-
Debt Reserve	-	-	-	-	-	500,000	-
Pension reserve	-	-	-	-	-	100,000	-
OPEB reserve	-	-	-	-	-	100,000	-
Other	-	-	-	-	-	-	-
Sub-total other	23,997	70,717	981,524	1,076,238	1,076,238	23,892,800	1,048,893
Total expenditures	303,854	250,621	1,295,462	1,849,937	1,849,937	29,603,700	1,796,378
Excess (Deficiency) of revenues over expenditures	\$ (297,036)	\$ (178,017)	\$ (833,692)	\$ (1,308,746)	\$ (1,308,746)	\$ -	\$ (1,810,091)

ADMINISTRATIVE COMMITTEE

9. REPORT ON ACTIVITY/PROGRESS ON CONTRACTS OVER \$25,000

Meeting Date: October 11, 2021 **Budgeted:** N/A

From: David J. Stoldt,
General Manager **Program/** N/A
Line Item No.:

Prepared By: Suresh Prasad **Cost Estimate:** N/A

General Counsel Review: N/A

Committee Recommendation: The Administrative Committee reviewed this item on October 11, 2021.

CEQA Compliance: This action does not constitute a project as defined by the California Environmental Quality Act Guidelines Section 15378.

SUMMARY: Attached for review is **Exhibit 9-A**, monthly status report on contracts over \$25,000 for the period July 2021. This status report is provided for information only, no action is required.

EXHIBIT

9-A Status on District Open Contracts (over \$25k)

EXHIBIT 9-A

**Monterey Peninsula Water Management District
Status on District Open Contracts (over \$25K)
For The Period July 2021**

Contract	Description	Date Authorized	Contract Amount	Prior Period		Total		Expected Completion	Current Period Activity	P.O. Number
				Expended To Date	Current Period Spending	Expended To Date	Current Period Spending			
1	Regional Government Services	Human Resouces contractual services	6/21/2021	\$ 70,000.00	\$ -	\$ 1,683.00	\$ 1,683.00			PO02698
2	The Marketing Department	Outreach Consultant Contract FY 2021/2022	6/21/2021	\$ 51,000.00	\$ -		\$ -			PO02696
3	Tetra Tech, Inc.	Engineering services Sleepy Hollow Facility Upgrade	6/21/2021	\$ 67,500.00	\$ -		\$ -			PO02693
4	Tyler Technologies	Incode Software Maintenance 09/2021-08/2022	6/21/2021	\$ 29,163.98	\$ -		\$ -			PO02686
5	DeVeera Inc.	Dell PE R740XD Series Server (2)	6/21/2021	\$ 60,000.00	\$ -		\$ -			PO02666
6	CSC	Annual e-recording of deed restrictions.	6/21/2021	\$ 26,000.00	\$ -	\$ 5,000.00	\$ 5,000.00		Current period payment of recording fees	PO02663
7	PERS Retirement	CalPERS Annual Unfunded Accrued Liability	7/1/2021	\$ 457,710.00	\$ -	\$ 457,710.00	\$ 457,710.00		Annual payment of CalPERS unfunded liability	PO02657
8	Zim Industries, Inc.	ASR 1 Rehabilitation	2/25/2021	\$ 113,350.00	\$ -	\$ 100,963.39	\$ 100,963.39		Current period payment of ASR 1 well rehab services	PO02650
9	DeVeera Inc.	BDR Datto Services Contract FY 2021/2022	6/21/2021	\$ 26,352.00	\$ -	\$ 2,196.00	\$ 2,196.00		Current period billing for IT backup services	PO02646
10	DeVeera Inc.	IT Managed Services Contract for FY 2021/2022	6/21/2021	\$ 58,728.00	\$ -	\$ 4,893.40	\$ 4,893.40		Current period billing for IT managed services	PO02647
11	The Ferguson Group LLC	2021-22 - Legislative and Administrative Services	6/21/2021	\$ 99,500.00	\$ -	\$ 8,158.73	\$ 8,158.73		Current period retainer billing	PO02645
12	JEA & Associates	Legislative and Administrative Services	6/21/2021	\$ 43,400.00	\$ -	\$ 3,200.00	\$ 3,200.00		Current period retainer billing	PO02644
13	Lynx Technologies, Inc	Geographic Information Systems contractual services	6/21/2021	\$ 35,000.00	\$ -	\$ 450.00	\$ 450.00			PO02637
14	Pueblo Water Resources, Inc.	ASR Operations Support	6/21/2021	\$ 75,000.00	\$ -		\$ -			PO02630
15	MBAS	ASR Water Quality	6/21/2021	\$ 40,000.00	\$ -	\$ 8,110.00	\$ 8,110.00		Current period billing related to ASR water quality testing	
16	SDRMA - Prop & Liability Package	SDRMA 2021-2022 Property/Liability Premium	7/1/2021	\$ 133,834.74	\$ -	\$ 133,834.74	\$ 133,834.74		Annual payment of property/liability insurance	PO02620
17	SDRMA - Workers Comp Insurance	SDRMA 2021-2022 Workers' Compensation Premium	7/1/2021	\$ 59,146.22	\$ -	\$ 59,146.22	\$ 59,146.22		Annual payment of w/comp insurance	PO02600
18	Monterey One Water	PWM Deep Injection Well #4 Design/Construction	9/21/2020	\$ 4,070,000.00	\$ 1,007,167.27		\$ 1,007,167.27			PO02604
19	Goodin, MacBride, Squeri & Day, LLP	Legal Fee Related MPWSP	4/1/2021	\$ 50,000.00	\$ 12,717.04	\$ 5,335.00	\$ 18,052.04		Current period legal services billing	PO02601
20	Local Agency Formation Commission (LAFCO) of Monterey County	Measure J/Rule 19.8 MPWMD LAFCO Application Proces	5/17/2021	\$ 80,000.00	\$ 64,163.00		\$ 64,163.00			PO02598
21	FISHBIO	Carmel River Fish Weir	8/17/2020	\$ 130,000.00	\$ 126,799.07		\$ 126,799.07			PO02586
22	Monterey County Elections Department	November 3, 2020 Election Expense	6/15/2020	\$ 200,000.00	\$ 119,628.12		\$ 119,628.12			PO02585
23	Shute, Mihaly & Weinberger LLP	Measure J CEQA Litigation Legal Services	12/23/2020	\$ 200,000.00	\$ 115,596.47		\$ 115,596.47		Current period billing related to Measure J CEQA litigation legal services	PO02490
24	The Marketing Department	Outreach Consultant Contract FY 2020/2021	9/21/2020	\$ 36,000.00	\$ 32,587.95		\$ 32,587.95		Current period retainer billing	PO02506
25	De Lay & Laredo	Measure J/Rule 19.8 3rd Party Operations Phase II	12/16/2019	\$ 87,000.00	\$ 18,690.50		\$ 18,690.50			PO02398
26	Weston Solutions, Inc.	UXO Support Services	6/15/2020	\$ 26,378.70	\$ 4,798.18	\$ 345.02	\$ 5,143.20		Current period billing for UXO support	PO02371

Monterey Peninsula Water Management District
Status on District Open Contracts (over \$25K)
For The Period July 2021

Contract	Description	Date Authorized	Contract Amount	Prior Period		Current Period Spending	Total Expended To Date	Expected Completion	Current Period Activity	P.O. Number
				Expended To Date	Current Period					
27	Denise Duffy & Assoc. Inc.	CEQA addendum for ASR Parallel Pipeline	4/20/2020	\$ 28,567.00	\$ 25,970.44		\$ 25,970.44			PO02363
28	Pueblo Water Resources, Inc.	ASR Operations Support	6/15/2020	\$ 75,000.00	\$ 65,390.33	\$ 4,212.23	\$ 69,602.56		Current period billing for ASR water quality services	PO02320
29	De Lay & Laredo	Measure J/Rule 19.8 Appraisal/MAI Services	6/15/2020	\$ 120,000.00	\$ 76,032.00		\$ 76,032.00			PO02316
30	De Lay & Laredo	Measure J/Rule 19.8 Appraisal/Rate Study Phase II	12/16/2019	\$ 200,000.00	\$ 184,965.00	\$ 2,172.50	\$ 187,137.50		Current period billing related to Measure J rate study services	PO02282
31	De Lay & Laredo	Measure J/Rule 19.8 Operations Plan - Phase II	12/16/2019	\$ 145,000.00	\$ 62,077.50		\$ 62,077.50			PO02281
32	De Lay & Laredo	Measure J/Rule 19.8 CEQA Services Consultant	12/16/2019	\$ 134,928.00	\$ 134,779.54		\$ 134,779.54			PO02273
33	Rutan & Tucker, LLP	Rule 19.8 Eminent Domain Legal Services Phase II	12/16/2019	\$ 200,000.00	\$ 164,235.44	\$ 2,850.00	\$ 167,085.44		Current period billing related to Measure J rate study services	PO02236
34	Norton Rose Fulbright	Cal-Am Desal Structuring & Financing Order	4/20/2015	\$ 307,103.13	\$ 38,557.29		\$ 38,557.29			PO02197
35	Pueblo Water Resources, Inc.	ASR SMWTF Engineering Services During Construction	10/21/2019	\$ 148,100.00	\$ 139,832.24		\$ 139,832.24			PO02163
36	U.S. Bank Equipment Finance	Copier machine leasing - 60 months	7/15/2019	\$ 52,300.00	\$ 20,169.26	\$ 871.81	\$ 21,041.07	6/30/2024	Current period billing for photocopy machine lease	PO02108
37	Monterey One Water	Supplemental EIR Costs for PWM Expansion Project	3/18/2019	\$ 750,000.00	\$ 731,336.70		\$ 731,336.70			PO02095
38	Monterey One Water	Pre-Construction Costs for PWM Expansion Project	11/13/2017	\$ 360,000.00	\$ 312,617.94		\$ 312,617.94			PO02094
39	DUDEK	Consulting Services for Prop 1 grant proposal	4/15/2019	\$ 95,600.00	\$ 94,315.05		\$ 94,315.05			PO01986
40	Denise Duffy & Associates	Consulting Services IRWM plan update	12/17/2018	\$ 55,000.00	\$ 53,322.32		\$ 53,322.32			PO01985
41	Tetra Tech, Inc.	Engineering services Sleepy Hollow Facility Upgrade	7/16/2018	\$ 30,000.00	\$ 26,367.76		\$ 26,367.76			PO01880
42	Colantuono, Highsmith, & Whatley, PC	Legal Services for MCWD vs PUC Matter for FY 2018-2019	7/1/2018	\$ 60,000.00	\$ 54,628.80		\$ 54,628.80	6/30/2022		PO01874
43	Ecology Action of Santa Cruz	IRWM HEART Grant	4/16/2018	\$ 152,600.00	\$ 86,362.33		\$ 86,362.33			PO01824
44	Pueblo Water Resources, Inc.	ASR Backflush Basin Expansion, CM services	7/16/2018	\$ 96,034.00	\$ 68,919.39		\$ 68,919.39			PO01778
45	Rural Community Assistance Corporation	IRWM DAC Needs Assessment	4/16/2018	\$ 100,000.00	\$ 99,250.00		\$ 99,250.00			PO01777
46	Mercer-Fraser Company	Sleepy Hollow Intake upgrade project	7/16/2018	\$ 1,802,835.00	\$ 1,786,834.91		\$ 1,786,834.91			PO01726
47	Pueblo Water Resources, Inc.	Seaside Groundwater Basin Geochemical Study	1/24/2018	\$ 68,679.00	\$ 36,795.25		\$ 36,795.25			PO01628
48	Pueblo Water Resources, Inc.	SSAP Water Quality Study	8/21/2017	\$ 94,437.70	\$ 44,318.11		\$ 44,318.11			PO01510
49	Normandeau Associates, Inc.	Assistance with IFIM Study	11/13/2017	\$ 35,000.00	\$ 31,482.50		\$ 31,482.50			PO01509
50	Balance Hydrologics, Inc	Design Work for San Carlos Restoration Project	6/19/2017	\$ 51,360.00	\$ 50,894.32		\$ 50,894.32			PO01321
51	AECOM Technical Services, Inc.	Los Padres Dam Alternatives Study	1/25/2017	\$ 700,700.00	\$ 527,325.50		\$ 527,325.50			PO01268
52	Denise Duffy & Assoc. Inc.	MMRP Services for Monterey Pipeline	1/25/2017	\$ 80,000.00	\$ 73,144.06		\$ 73,144.06			PO01202
53	Goodin, MacBride, Squeri, Day, Lamprey	User Fee PUC Proceedings Legal Fee	7/1/2016	\$ 50,000.00	\$ 49,318.05		\$ 49,318.05	6/30/2022		PO01100

Monterey Peninsula Water Management District
Status on District Open Contracts (over \$25K)
For The Period July 2021

Contract	Description	Date Authorized	Contract Amount	Prior Period		Current Period Spending	Total		Expected Completion	Current Period Activity	P.O. Number
				Expended To Date	Expended To Date		Expended To Date	Expended To Date			
54	Whitson Engineers	Carmel River Thawleg Survey	9/19/2018	\$ 52,727.43	\$ 49,715.00		\$ 49,715.00				PO01076
55	HDR Engineering, Inc.	Los Padres Dam Fish Passage Study	4/18/2016	\$ 320,000.00	\$ 316,085.56		\$ 316,085.56				PO01072
56	Michael Hutnak	GS Flow Modeling for Water Resouces Planning	8/19/2013	\$ 71,800.00	\$ 65,880.00		\$ 65,880.00				PO00123
57	Justin Huntington	GS Flow Modeling for Water Resouces Planning	8/19/2013	\$ 59,480.00	\$ 53,918.98		\$ 53,918.98				PO00122

**Monterey Peninsula Water Management District
Status on Measure J/Rule 19.8 Spending Phase II
Through August 2021**

	Contract	Date Authorized	Contract/Approved Amount	Prior Period Spending	Current Period Spending	Total Expended To Date	Spending Remaining	Project No.
1	Eminent Domain Legal Counsel	12/16/2019	\$ 225,000.00	\$ 167,085.44		\$ 167,085.44	\$ 57,914.56	PA00005-01
2	CEQA Work	12/16/2019	\$ 134,928.00	\$ 134,779.54		\$ 134,779.54	\$ 148.46	PA00005-02
3	Appraisal Services	12/16/2019	\$ 200,000.00	\$ 187,137.50	\$ 1,546.25	\$ 188,683.75	\$ 11,316.25	PA00005-03
4	Operations Plan	12/16/2019	\$ 145,000.00	\$ 94,860.00		\$ 94,860.00	\$ 50,140.00	PA00005-04
5	District Legal Counsel	12/16/2019	\$ 40,000.00	\$ 125,229.06		\$ 125,229.06	\$ (85,229.06)	PA00005-05
6	MAI Appraiser	12/16/2019	\$ 120,000.00	\$ 76,032.00		\$ 76,032.00	\$ 43,968.00	PA00005-06
7	Jacobs Engineering	12/16/2019	\$ 87,000.00	\$ 86,977.36		\$ 86,977.36	\$ 22.64	PA00005-07
8	LAFCO Process	12/16/2019	\$ 150,000.00	\$ 71,363.00	\$ 50,000.00	\$ 121,363.00	\$ 28,637.00	PA00005-08
9	Contingency/Miscellaneous/Uncommitted	12/16/2019	\$ 289,072.00	\$ 26,034.95	\$ 5,925.00	\$ 31,959.95	\$ 257,112.05	PA00005-20
	Total		\$ 1,391,000.00	\$ 969,498.85	\$ 57,471.25	\$ 1,026,970.10	\$ 364,029.90	
1	Measure J CEQA Litigation Legal Services	12/23/2000	\$ 200,000.00	\$ 115,596.47	\$ 19,224.10	\$ 134,820.57	\$ 65,179.43	PA00005-15

**Phase I Costs
Status on Measure J/Rule 19.8 Spending
Through November 2019**

	Contract	Date Authorized	Contract Amount	Prior Period Spending	Current Period Spending	Total Expended To Date	Spending Remaining	Project No.
1	Eminent Domain Legal Counsel	12/17/2018	\$ 100,000.00	\$ 148,802.21	\$ 12,195.95	\$ 160,998.16	\$ (60,998.16)	PA00002-01
2	Investment Banking Services	2/21/2019	\$ 30,000.00	\$ -	\$ 27,000.00	\$ 27,000.00	\$ 3,000.00	PA00002-02
3	Valuation & Cost of Service Study Consulta	2/21/2019	\$ 355,000.00	\$ 247,690.63	\$ 39,274.54	\$ 286,965.17	\$ 68,034.83	PA00002-03

4	Investor Owned Utility Consultant	2/21/2019	\$ 100,000.00	\$ 84,221.69		\$ 84,221.69	\$ 15,778.31	PA00002-04
5	District Legal Counsel		\$ 35,000.00	\$ 33,763.61	\$ 8,133.98	\$ 41,897.59	\$ (6,897.59)	PA00002-05
6	Contingency/Miscellaneous		\$ 30,000.00	\$ 9,931.83	\$ 33,814.12	\$ 43,745.95	\$ (13,745.95)	PA00002-10
	Total		\$ 650,000.00	\$ 524,409.97	\$ 120,418.59	\$ 644,828.56	\$ 5,171.44	

This meeting has been noticed according to the Brown Act rules. The Board of Directors meets regularly on the third Monday of each month, except in January and February. The meetings begin at 6:00 PM.



**PRELIMINARY DRAFT AGENDA / Agenda
Special and Regular Meeting**

**Board of Directors
Monterey Peninsula Water Management District**

Monday, October 18, 2021 at 5:00 PM, Virtual Meeting

Pursuant to Governor Newsom's Executive Orders N-29-20 and N-33-20, and to do all we can to help slow the spread of COVID-19 (coronavirus), meetings of the Monterey Peninsula Water Management District Board of Directors and committees will be conducted with virtual (electronic) participation only using Zoom.

Join the meeting at this link:

<https://us06web.zoom.us/j/88956721465?pwd=TUVoT09NY0FvaGIHWfh6TGZxWXB4UT09>

Or join at: <https://zoom.us/>

Webinar ID: 889 5672 1465

Passcode: 10182021

Participate by phone: (669) 900-9128

For detailed instructions on how to connect to the meeting, please see page 4 of this agenda.

You may also view the live webcast on AMP <https://accessmediaproductions.org/>
scroll down to the bottom of the page and select the Peninsula Channel

Staff notes will be available on the District web site at

<http://www.mpwmd.net/who-we-are/board-of-directors/bod-meeting-agendas-calendar/>

by 5:00 PM on Friday, October 15, 2021

CLOSED SESSION AGENDA | 5:00 PM

CALL TO ORDER / ROLL CALL

ADDITIONS AND CORRECTIONS TO THE CLOSED SESSION AGENDA BY DISTRICT

COUNSEL– *District Counsel will announce agenda corrections and proposed additions, which may be acted on by the Board as provided in Sections 54954.2 of the California Government Code.*

Board of Directors

Alvin Edwards, Chair – Division 1
Karen Paull, Vice Chair – Division 4
George Riley – Division 2
Safwat Malek – Division 3
Amy Anderson – Division 5
Mary L. Adams, Monterey County
Board of Supervisors Representative
Clyde Roberson – Mayoral Representative

General Manager

David J. Stoldt

This agenda was posted at the District office at 5 Harris Court, Bldg. G Monterey, California on Friday, October 15, 2021. After staff reports have been posted and distributed, if additional documents are produced by the District and provided to a majority of the Board regarding any item on the agenda, they will be posted on the District website. Documents distributed on the afternoon of the meeting will be available upon request, and posted to the web within five days of adjournment of the meeting. The next regularly scheduled meeting of the MPWMD Board of Directors will be on Thursday, October 28, 2021.

PUBLIC COMMENT ON THE CLOSED SESSION AGENDA

CONVENE TO CLOSED SESSION -- *As permitted by Government Code Section 54956.9 et seq., the Board may recess to closed session to consider specific matters dealing with pending or threatened litigation, certain personnel matters, or certain property acquisition matters*

CS 1 Conference with Legal Counsel – the board will confer with district counsel to review pending litigation pursuant to Government Code §54956.9.:

a. Public Employee Performance Evaluation (CA Gov Code Sec. 54957) – General Manager

RECONVENE TO OPEN SESSION - REGULAR SESSION | 6:00 PM**CALL TO ORDER / ROLL CALL****PLEDGE OF ALLEGIANCE**

ADDITIONS AND CORRECTIONS TO AGENDA - *The General Manager will announce agenda corrections and proposed additions, which may be acted on by the Board as provided in Sections 54954.2 of the California Government Code.*

ORAL COMMUNICATIONS- - *Anyone wishing to address the Board on Consent Calendar, Information Items, Closed Session items, or matters not listed on the agenda may do so only during Oral Communications. Please limit your comment to three (3) minutes. The public may comment on all other items at the time they are presented to the Board.*

CONSENT CALENDAR - The Consent Calendar consists of routine items for which staff has prepared a recommendation. Approval of the Consent Calendar ratifies the staff recommendation. Consent Calendar items may be pulled for separate consideration at the request of a member of the public, or a member of the Board. Following adoption of the remaining Consent Calendar items, staff will give a brief presentation on the pulled item. Members of the public are requested to limit individual comment on pulled Consent Items to three (3) minutes. Unless noted with double asterisks “***”, Consent Calendar items do not constitute a project as defined by CEQA Guidelines section 15378.

1. Consider Adoption of Minutes from the September 20, 2021 Regular Board Meeting and September 24, 2021 Special Board Meeting
2. Consider Adoption of Treasurer’s Report for July, 2021
3. Consider Expenditure of Funds for the Manufacture and Supply of Five Fiberglass Reinforced Tanks for The Sleepy Hollow Steelhead Rearing Facility
4. Consider Adopting Draft Resolution No. 2021-13 Authorizing Remote Teleconferencing Meetings of all District Legislative Bodies for the Following 30 Days in Accord with the Ralph M. Brown Act and AB 361 (Rivas)
5. Consider Adoption of Resolution No. 2021-17 – Amending Fees and Charges Table – Rule 60
6. Consider Expenditure of Funds to Purchase a Portable Sonic Flow Meter to Support ASR and Sleepy Hollow Operations and Water Rights Reporting
7. Consider Allocating Funds to Purchase a Portable Sonic Flow Meter to Support Water Rights and Statement of Use Reporting to the State Water Resources Control Board

GENERAL MANAGER’S REPORT

8. Status Report on California American Water Compliance with State Water Resources Control Board Order 2016-0016 and Seaside Groundwater Basin Adjudication Decision
9. Update on Compliance with Cease-and-Desist Order Milestones
10. **Update on Development of Water Supply Projects (?)**

REPORT FROM DISTRICT COUNSEL

DIRECTORS' REPORTS (INCLUDING AB 1234 REPORTS ON TRIPS, CONFERENCE ATTENDANCE AND MEETINGS)

11. Oral Reports on Activities of County, Cities, Other Agencies/Committees/Associations

PUBLIC HEARINGS- *Public Comment will be received. Please limit your comments to three (3) minutes per item.*

12. S. Locke / First Reading of a Clean Up Ordinance (?)

Recommended Action:

ACTION ITEMS – *Public Comment will be received. Please limit your comments to three (3) minutes per item.*

13. Consider Recommending Approval of the Watermaster Master Service Agreement

Recommended Action: *The Board will consider receiving the Watermaster Amended Master Services Agreement between MPWMD and the Watermaster for Hydrologic Monitoring and Database Services.*

14. Consider Adding the Position of Human Resources Coordinator/Contract Specialist to the Districts Organization Chart

Recommended Action: *The Board will consider adding in a new position of HR Coordinator/Contracts Specialist to the District Organization Chart.*

15. Consider Converting the Hydrography Program Coordinator Position to an Associate Hydrologist Position that can be filled at the Assistant Hydrologist Level.

Recommended Action: *The Board will consider converting the Hydrography Programs Coordinator Position to a Hydrologist Position to be filled at either the Assistant or Associate Level.*

DISCUSSION ITEMS – Discussion Only. No action will be taken by the Board. Public Comment will be received. Please limit your comments to three (3) minutes per item.

16. Update on the Amended and Restated Water Purchasing Agreement- CPUC Approval

INFORMATIONAL ITEMS/STAFF REPORTS - The public may address the Board on Information Items and Staff Reports during the Oral Communications portion of the meeting. Please limit your comments to three minutes.

17. Report on Activity/Progress on Contracts Over \$25,000
18. Status Report on Measure J/Rule 19.8 Phase II Spending
19. Letters Received
20. Committee Reports
21. Monthly Allocation Report
22. Water Conservation Program Report
23. Carmel River Fishery Report for September, 2021
24. Monthly Water Supply and California American Water Production Report
25. Legislative Advocacy Committee's State and Federal Bill Tracking
26. Quarterly Carmel River Riparian Corridor Management Program Report
27. Quarterly Water Use Credit Transfer Status Report

ADJOURNMENT

Board Meeting Schedule			
Thursday, October 28, 2021	Special Meeting	6:00 pm	Virtual - Zoom
Monday, November 15, 2021	Regular Meeting	6:00 pm	Virtual – Zoom
Monday, December 13, 2021	Regular Meeting	6:00 pm	Virtual -- Zoom

Board Meeting Television and On-Line Broadcast Schedule View Live Webcast at https://accessmediaproductions.org/ scroll to the bottom of the page and select the Peninsula Channel	
Television Broadcast	Viewing Area
Comcast Ch. 25 (Monterey Channel), Mondays view live broadcast on meeting dates, and replays on Mondays, 7 pm through midnight	City of Monterey
Comcast Ch. 28, Mondays, replays only 7 pm	Throughout the Monterey County Government Television viewing area.
For Xfinity subscribers, go to https://www.xfinity.com/support/local-channel-lineup/ or https://www.xfinity.com/stream/listings - enter your address for the listings and channels specific to your city.	Pacific Grove, Pebble Beach, Sand City, Seaside, Monterey
Internet Broadcast	
Replays – Mondays, 4 pm to midnight at https://accessmediaproductions.org/ scroll to Peninsula Channel	
Replays – Mondays, 7 pm and Saturdays, 9 am www.mgtvonline.com	
YouTube – available five days following meeting date - https://www.youtube.com/channel/UCg-2VgzLBmgV8AaSK67BBRg	

Upon request, MPWMD will make a reasonable effort to provide written agenda materials in appropriate alternative formats, or disability-related modification or accommodation, including auxiliary aids or services, to enable individuals with disabilities to participate in public meetings. MPWMD will also make a reasonable effort to provide translation services upon request. Submit requests by noon on Friday, October 15, 2021 to joel@mpwmd.net, or at (831) 658-5652. Alternatively, you may reach Sara Reyes, Admin Services Division at (831) 658-5610.

Instructions for Connecting to the Zoom Meeting

Note: If you have not used Zoom previously, when you begin connecting to the meeting you may be asked to download the app. If you do not have a computer, you can participate by phone.

Begin: Within 10 minutes of the meeting start time from your computer click on this link: <https://us06web.zoom.us/j/88956721465?pwd=TUVoT09NY0FvaGIHWFh6TGZxWXB4UT09> or paste the link into your browser.

DETERMINE WHICH DEVICE YOU WILL BE USING (PROCEED WITH ONE OF THE FOLLOWING INSTRUCTIONS)

USING A DESKTOP COMPUTER OR LAPTOP

1. In a web browser, type: <https://www.zoom.us>
2. Hit the enter key
3. At the top right-hand corner, click on “Join a Meeting”
4. Where it says “Meeting ID”, type in the Meeting ID# above and click “Join Meeting”
5. Your computer will begin downloading the Zoom application. Once downloaded, click “Run” and the application should automatically pop up on your computer. (If you are having trouble downloading, alternatively you can connect through a web browser – the same steps below will apply).
6. You will then be asked to input your name. It is imperative that you put in your first and last name, as participants and attendees should be able to easily identify who is communicating during the meeting.
7. From there, you will be asked to choose either ONE of two audio options: Phone Call or Computer Audio:

COMPUTER AUDIO

- 1.If you have built in computer audio settings or external video settings – please click “Test Speaker and Microphone”.
- 2.The client will first ask “Do you hear a ringtone?” •If no, please select “Join Audio by Phone”.
•If yes, proceed with the next question:
- 3.The client will then ask “Speak and pause, do you hear a replay?” •If no, please select “Join Audio by Phone”
•If yes, please proceed by clicking “Join with Computer Audio”

PHONE CALL

- 1.If you do not have built in computer audio settings or external video settings – please click “Phone Call”
- 2.Select a phone number based on your current location for better overall call quality.

+1 669-900-9128 (San Jose, CA)	+1 253-215-8782 (Houston, TX)
+1 346-248-7799 (Chicago, IL)	+1 301-715-8592 (New York, NY)
+1 312-626-6799 (Seattle, WA)	+1 646-558-8656 (Maryland)
- 3.Once connected, it will ask you to enter the Webinar ID No. and press the pound key
- 4.It will then ask you to enter your participant ID number and press the pound key.
- 5.You are now connected to the meeting.

USING AN APPLE/ANDROID MOBILE DEVICE OR SMART PHONE

- 1.Download the Zoom application through the Apple Store or Google Play Store (the application is free).
- 2.Once download is complete, open the Zoom app.
- 3.Tap “Join a Meeting”
- 4.Enter the Meeting ID number
- 5.Enter your name. It is imperative that you put in your first and last name, as participants and attendees should be able to easily identify who is communicating during the meeting.
- 6.Tap “Join Meeting”
- 7.Tap “Join Audio” on the bottom left hand corner of your device
- 8.You may select either ONE of two options: “Call via Device Audio” or “Dial in”

DIAL IN

- 1.If you select “Dial in”, you will be prompted to select a toll-free number to call into.
2. Select a phone number based on your current location for better overall call quality.

+1 669-900-9128 (San Jose, CA)	+1 253-215-8782 (Houston, TX)
+1 346-248-7799 (Chicago, IL)	+1 301-715-8592 (New York, NY)
+1 312-626-6799 (Seattle, WA)	+1 646-558-8656 (Maryland)
- 3.The phone will automatically dial the number, and input the Webinar Meeting ID No. and your Password.
- 4.Do not hang up the call, and return to the Zoom app
- 5.You are now connected to the meeting.

Presenting Public Comment

Receipt of Public Comment – the Chair will ask for comments from the public on all items. Limit your comment to 3 minutes but the Chair could decide to set the time for 2 minutes.

- (a) Computer Audio Connection: Select the “raised hand” icon. When you are called on to speak, please identify yourself.
- (b) Phone audio connection **with** computer to view meeting: Select the “raised hand” icon. When you are called on to speak, dial *6 to unmute and please identify yourself.
- (c) Phone audio connection only: Press *9. Wait for the clerk to unmute your phone and then identify yourself and provide your comment. Press *9 to end the call.

Submit Written Comments

If you are unable to participate via telephone or computer to present oral comments, you may also submit your comments by e-mailing them to comments@mpwmd.net with one of the following subject lines "PUBLIC COMMENT ITEM #" (insert the item number relevant to your comment) or "PUBLIC COMMENT – ORAL COMMUNICATIONS". Comments must be received by 12:00 p.m. on October 18, 2021. Comments submitted by noon will be provided to the Board of Directors and compiled as part of the record of the meeting.